

TOWNSHIP OF UPPER DUBLIN
MONTGOMERY COUNTY, PENNSYLVANIA
2017 BUDGET

BOARD OF COMMISSIONERS

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TOWNSHIP MANAGER

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ASSISTANT TOWNSHIP MANAGER

JONATHAN K. BLEEMER

**UPPER DUBLIN TOWNSHIP
2017 BUDGET
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**ALL FUNDS REVENUE SUMMARY
2017**

REVENUE CATEGORY	GENERAL FUND	PARKS & REC	OPEN SPACE	LIBRARY	INTERNAL SERVICES	DEBT SERVICE	FIRE PROT	FIRE CAPITAL	CAPITAL PROJECTS	STORM WATER MGT	ECONOMIC DEV	COMM REINV	LIQUID FUELS	NON-EXPEN TRUSTS	TOTAL
REAL ESTATE TAXES	6,116,044	1,632,389		1,068,661		2,290,251	1,362,554				214,084				12,683,983
LOCAL ENABLING TAXES	9,250,000														9,250,000
LICENSES AND PERMITS	1,635,500														1,635,500
FINES AND FORFEITS	71,500														71,500
INTEREST AND RENT	206,820	1,500	750	750		4,000	1,000	1,500	3,000	4,500	10,000	180,000	3,000	2,400	419,220
GRANTS AND GIFTS	946,884	62,776		82,526	26,904						4,112,000		783,577		6,014,867
DEPARTMENT EARNINGS	540,500	504,098	120,000	36,800	1,920,467		25,000								3,146,865
ASSESSMENTS/CONTRIBUTIONS									96,651						96,651
MISCELLANEOUS	72,500	7,500		7,000	5,500										92,500
REVENUE TOTAL	18,839,748	2,208,263	120,750	1,195,737	1,952,871	2,294,251	1,388,554	1,500	99,651	4,500	4,336,084	180,000	786,577	2,400	33,410,866
LESS: VEHICLE RENTAL ADJUSTMENT															
INTERFUND TRANSFERS	(1,301,727)	(110,076)			(47,175)	661,000	(855,893)	194,893	1,016,577	(680,816)	680,816	(230,000)	(786,577)		(1,458,978)
NET REVENUES	17,538,021	2,098,187	120,750	1,195,737	1,905,696	2,955,251	532,661	196,393	1,116,228	(676,316)	5,016,900	(50,000)	-	2,400	31,951,908

ALL FUNDS EXPENDITURE SUMMARY

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	10,956,386	11,376,066	11,436,404	11,693,836
FRINGE BENEFITS	3,703,556	3,765,399	3,836,817	3,933,509
MATERIALS/SUPPLIES	2,034,098	1,907,610	1,774,777	1,900,348
CONTRACTED SERVICES	3,739,546	3,855,397	3,912,062	3,833,288
EQUIPMENT PURCHASES	100,938	71,930	101,684	50,000
CAPITAL	4,871,195	6,174,559	7,354,560	9,207,252
DEBT SERVICE	2,870,547	2,808,897	2,862,636	2,642,533
TOTAL	28,276,266	29,959,857	31,278,940	33,260,766

EXPENDITURE SUMMARY BY FUND

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
GENERAL FUND	17,269,808	17,684,203	17,644,355	17,995,388
PARKS AND RECREATION FUND	2,142,359	2,119,429	2,172,001	2,190,459
LIBRARY FUND	1,178,370	1,164,735	1,150,859	1,196,784
INTERNAL SERVICES FUND	2,182,597	2,085,263	2,192,920	2,027,857
DEBT SERVICE FUND	2,870,547	2,808,897	2,862,636	2,642,533
FIRE PROTECTION FUND	471,316	522,344	525,189	532,661
NON-EXPENDABLE TRUST FUND	2,300	5,800	8,300	1,300
CAPITAL PROJECTS FUND	2,008,597	1,137,309	1,760,079	2,359,597
OPEN SPACE PROJECTS FUND	106,726	83,200	157,500	140,300
FIRE CAPITAL FUND	530,594	1,947,550	1,990,000	-
STORM WATER MGT FUND	614,009	430,000	125,000	297,500
ECONOMIC DEVELOPMENT FUND	723,238	1,770,000	2,496,981	5,686,355
SUBTOTAL	30,100,461	31,758,730	33,085,820	35,070,733
LESS INTERNAL CHARGES	1,824,195	1,798,874	1,806,880	1,809,967
TOTAL	28,276,266	29,959,856	31,278,940	33,260,766

GENERAL FUND SUMMARY

The General Fund finances basic services including Police, Sanitation, Highway, Code Enforcement, Zoning, Fire Marshal and the General Administration of the Township.

The proposed budget recommends revenues totaling **\$18,839,748** to fund all General Fund operating costs and proposed transfers for pension obligations. There are two primary sources of General Fund revenue: the Earned Income Tax (EIT) and the Real Estate Property Tax.

The General Fund Real Estate Property tax rate is proposed at **2.716 mils** for 2017, a slight decrease of 0.046 mils below the 2016 rate. At this rate, the real estate tax is expected to generate **\$6,026,044** in property tax revenues, 32% of all General Fund revenue. The value of one mil is estimated at a level of \$2,264,000.

The EIT is projected to generate **\$7,675,000** in revenue from the 1% tax, an amount equal to 41% of the total General Fund revenues. The tax is levied against all Township residents and non-residents employed in the Township with the tax on residents being shared equally between the Township and the Upper Dublin School District. About \$1.6 million of the EIT revenue is projected to be received from non-residents working in Upper Dublin who reside in municipalities that do not impose the EIT. This is down from a high of \$2.7 million in 2000 and is subject to diminish further over future years if other taxing districts enact the EIT requiring Upper Dublin to remit receipts from the tax to the non-residents' home community.

The remaining general fund revenue is derived from the Real Estate Transfer Tax (**\$675,000**), Local Services Tax (**\$900,000**), delinquent and interim property taxes (**\$80,000**), department earnings (**\$540,500**), licenses and permits (**\$1,635,500**), intergovernmental grants (**\$946,844**), interest earnings and rents (**\$206,820**), fines and forfeits (**\$71,500**) and other revenues (**\$72,500**).

General Fund expenditures are proposed at **\$17,995,388** with details provided on the ensuing pages. This is a **\$311,185** or **1.8%** increase above the 2016 budget. Previous years increases are shown below:

- 2012 - (-1.5%)
- 2013 - 0.2%
- 2014 - 3.8%
- 2015 - 3.3%
- 2016 - 2.2%

One budgeted transfer out of the General Fund is proposed for 2017:

- **\$1,301,727** is budgeted as a transfer out of the General Fund to fund the Township's actuarially determined minimum municipal obligation (MMO) for each of its two pension funds. The MMO is offset through a contribution from the Commonwealth's General Municipal Pension System state aid. That amount is expected to total \$582,922 in 2017. The difference of \$718,805 must be derived from General Fund revenues.

At the proposed revenue, expenditure and transfer levels, the 2017 fiscal year will end with a **\$2,007,248** fund balance, an amount equal to **10.4%** of total expenditures and transfers out.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	2,589,604	2,015,554	2,471,946	2,464,614
REVENUES	18,282,016	17,893,588	19,587,871	18,839,748
EXPENDITURES	(17,269,809)	(17,684,203)	(17,644,355)	(17,995,388)
FUND TRANSFERS IN	380,000			
FUND TRANSFERS OUT	(1,509,865)	(1,222,879)	(1,950,847)	(1,301,727)
CLOSING FUND BALANCE	2,471,946	1,002,060	2,464,614	2,007,248

GENERAL FUND

REVENUES 2017

	2015	2016	2016	2017
	ACTUAL	ADOPTED	PROJECTED	ADOPTED
	<u>REVENUES</u>	<u>REVENUES</u>	<u>REVENUES</u>	<u>REVENUES</u>
<u>REAL ESTATE TAXES</u>				
Real Estate Taxes – Current	5,875,655	6,064,523	6,068,000	6,026,044
Real Estate Tax Refunds - Appeals	(600,000)	(295,000)	(305,155)	
Real Estate Taxes – Delinquent	80,808	70,000	53,000	55,000
Real Estate Taxes – Interim	24,997	25,000	25,000	25,000
Real Estate Taxes - Penalties	9,831	13,000	8,000	10,000
TOTAL	5,391,291	5,877,523	5,848,845	6,116,044
<u>LOCAL ENABLING TAXES</u>				
Earned Income Tax	7,623,072	7,450,000	7,650,000	7,675,000
Real Estate Transfer Tax	1,107,006	675,000	985,000	675,000
Local Services Tax	883,304	890,000	890,000	900,000
TOTAL	9,613,382	9,015,000	9,525,000	9,250,000
<u>FINES AND FORFEITS</u>				
Court Fines	59,562	75,000	65,000	70,000
Vehicle Code Violations	1,140	1,500	1,000	1,500
TOTAL	60,702	76,500	66,000	71,500
<u>INTEREST AND RENT</u>				
Interest Earnings	18,606	12,000	18,000	20,000
Twining Valley Lease	715	-	-	-
Rent from NHCC	17,501	18,500	13,861	8,820
Other Rent	176,403	175,000	168,000	178,000
TOTAL	213,225	205,500	199,861	206,820
<u>GRANTS AND GIFTS</u>				
Public Utility Realty Tax	24,564	25,000	23,728	24,000
State/Federal Grants	131,349	110,000	110,000	85,000
Beverage License Tax	3,650	4,200	4,250	4,250
Casualty Insurance Premium Tax	501,866	520,984	564,330	582,922
Fire Insurance Premium Tax	252,881	252,881	250,712	250,712
TOTAL	914,311	913,065	953,020	946,884

	2015 ACTUAL REVENUES	2016 ADOPTED REVENUES	2016 PROJECTED REVENUES	2017 ADOPTED REVENUES
<u>DEPARTMENT EARNINGS</u>				
Zoning/Development Fees	16,474	9,000	24,000	12,000
Zoning Hearing Board Fees	30,450	25,000	20,000	22,000
Engineering Fees	24,914		173,500	185,000
Sale of Maps and Documents	937	1,500	1,560	1,500
Fire Marshal Reports	15,914	13,500	21,500	17,500
Special Police Services	44,738	40,000	60,000	50,000
Crossing Guard Services	70,659	72,500	70,000	72,000
Finance Department Services	7,489	1,000	53	-
Police Report Fees	47,663	45,000	46,000	46,000
Contracted Snow Removal	146,673	147,000	310,500	97,500
Cart Fees	4,350	2,500	4,750	3,000
Sanitation Services	71,255	25,000	38,200	31,500
Recycling Revenue	33,512	5,000	2,200	2,500
TOTAL	515,027	387,000	772,263	540,500
<u>LICENSES AND PERMITS</u>				
Street Opening Permits	79,930	52,000	108,000	75,000
Building Permits	463,900	452,000	625,000	560,000
Electrical Permits	113,500	94,500	435,000	170,000
Plumbing Permits	112,645	98,000	240,000	155,000
Sewage Permits	1,270	500	2,800	2,000
Use & Occupancy Permits	13,856	12,500	20,000	18,500
Housing Permits	27,360	-	-	-
Property Transfer Fees	22,995	23,000	23,000	25,000
Cable TV Franchise Fees	614,169	615,000	625,000	630,000
TOTAL	1,449,625	1,347,500	2,078,800	1,635,500
<u>MISCELLANEOUS</u>				
Insurance Claims	46,240		73,982	
Benefit Contributions	67,745	71,000	70,000	72,000
Workers Comp Reimbursements	225			
Sale of Fixed Assets	200			
Other Sources	10,042	500	100	500
TOTAL	124,452	71,500	144,082	72,500
TOTAL GENERAL FUND REVENUE	18,282,016	17,893,588	19,587,871	18,839,748

GENERAL FUND

COST CENTER SUMMARY

COST CENTER	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
Boards and Commissions	47,719	56,172	56,974	61,932
Administration	1,575,624	1,484,465	1,465,390	1,535,715
Finance	532,979	561,818	542,548	565,093
Real Estate Tax Collector	24,307	24,797	24,489	24,875
Engineering	632	200,261	233,337	246,170
Township Buildings	403,952	441,504	404,517	409,736
Police	7,123,664	7,321,938	7,459,536	7,465,486
Fire Marshal	122,759	124,518	124,979	128,970
Code Enforcement	782,182	780,063	828,725	863,660
Sanitation	2,280,877	2,419,899	2,352,980	2,393,091
Engineering	1,321,524	1,258,410	1,262,506	1,273,706
Street Cleaning	146,280	147,150	139,074	140,574
Snow and Ice Removal	449,291	341,828	251,322	342,975
Traffic Signal Maintenance	102,014	129,000	107,500	144,219
Street Light Maintenance	247,277	259,500	248,600	219,000
Storm Sewers	168,135	158,800	158,800	168,300
Road Maintenance	1,536,940	1,577,882	1,588,620	1,604,331
Emergency Services	269,881	269,881	267,712	280,712
Fire Hydrants	109,440	109,440	109,440	109,440
Real Estate Taxes	3,929	3,630	4,058	4,153
Community Contributions	13,250	13,250	13,250	13,250
Miscellaneous	7,153			
TOTAL	17,269,808	17,684,203	17,644,355	17,995,388

GENERAL FUND

EXPENDITURE SUMMARY

The General Fund 2017 budget has proposed expenditures totaling \$17,995,388 a 1.8% increase above the 2016 budget. Details on the proposed expenditures for each cost center are provided in the following section.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	8,766,722	9,091,337	9,165,230	9,349,290
FRINGE BENEFITS	2,935,108	2,973,903	3,042,661	3,106,299
MATERIALS/SUPPLIES	820,743	789,400	669,285	789,250
CONTRACTED SERVICES	3,000,062	3,127,489	3,029,040	3,059,007
EQUIPMENT PURCHASES	79,917	61,930	91,684	42,000
VEHICLE O&M FEES	1,667,257	1,640,144	1,646,455	1,649,542
TOTAL	17,269,808	17,684,203	17,644,355	17,995,388

GENERAL FUND

BOARDS AND COMMISSIONS

The recommended budget for the Boards and Commissions in 2017 is **\$61,932**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	30,063	31,350	35,900	36,000
FRINGE BENEFITS	2,871	2,922	3,274	3,282
MATERIALS/SUPPLIES	5,322	9,700	5,700	10,200
CONTRACTED SERVICES	9,463	12,200	12,100	12,450
TOTAL	47,719	56,172	56,974	61,932

Salaries/Wages: The amount of \$36,000 covers:

- Compensation paid to seven commissioners - **\$27,400**
- Recording Secretary's attendance at, and the transcription of minutes for, public meetings - **\$8,600**

Fringe Benefits: The allocation of **\$3,282** covers employer paid taxes.

Materials/Supplies: Funds are provided for:

- Office supplies - **\$200**
- Employee retirement and service awards - **\$2,500**
- The Dr. William Ritter Science Award - **\$500**
- Contribution toward Upper Dublin Medal Dinner - **\$2,000**
- Contribution to Upper Dublin Community Day or equivalent event - **\$5,000**

Contractual Services: Funds are provided to cover:

- The conference and training budget of \$2,500 includes funds for:
 - Commissioner attendance at the Pennsylvania State Association of Township Commissioners conferences - **\$1,500**
 - The PSATC yearbook ad - **\$250**
 - Attendance at the Upper Dublin Medal Dinner - **\$250**
 - The MCATC Spouse Appreciation event - **\$500**
- Shade Tree Commission to fund general operations - **\$5,700**
- Volunteer boards and commissions operations - **\$500**
- Subscriptions and dues - **\$3,750**

GENERAL FUND

ADMINISTRATION

The Administration Department is comprised of the Township Manager's office which oversees the operation of the Township plus the staff providing support services in personnel/benefits, insurance, risk management and other administrative functions for the operating departments. The recommended budget totals **\$1,535,715**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	369,351	389,000	372,000	435,500
FRINGE BENEFITS	89,163	83,050	88,095	92,650
MATERIALS/SUPPLIES	15,640	17,500	18,000	18,500
CONTRACTED SERVICES	1,087,042	980,750	973,295	974,900
VEHICLE O&M FEES	14,428	14,165	14,000	14,165
TOTAL	1,575,624	1,484,465	1,465,390	1,535,715

Salaries/Wages: The proposed budget provides:

- Compensation for Manager, Manager's Office Administrator, Information Specialist and 50% funding for Human Resource Director position including employer contribution to deferred compensation plan for department head - **\$370,000**
- Funding for part time Administrative Assistant - **\$20,000**
- Funding for part time Economic Development Coordinator - **\$43,000**
- Funding for employee recognition program - **\$12,000**
- Funding for a camera operator at public meetings - **\$2,500**

Fringe Benefits: The cost of employee benefits, employer paid taxes and employee participation in the Township tuition reimbursement program totals **\$92,650**.

Materials/Supplies:

- Funds for general office supplies, copier paper and computer supplies. - **\$16,000**
- A budget for the replacement of minor office equipment - **\$2,500**

Contractual Services: Contractual costs are projected to total \$974,900 for:

- Insurance coverage for the General Fund's share of Liability, Public Officials and Property and Casualty premiums - **\$190,000**
- General legal fees for:
 - Township solicitor - **\$157,000**
 - Labor counsel - **\$8,000**
 - Civil Service counsel - **\$2,500**
- Loan repayment to the Community Reinvestment Fund (year 3 of 5 payments) - **\$250,000**
- Maintenance of flood retarding structures including wetland monitoring - **\$40,000**

- Planning consultant services (MCPC) - **\$5,900**
- The telecommunication budget totals \$61,000 for:
 - Local service, long distance, line charges and maintenance contracts - **\$26,000**
 - Service fees - **\$3,000**
 - Cellular phones - **\$32,000**
- Internet connection fees - **\$11,000**
- Costs related to general consulting and contract services are budgeted at **\$58,000** for:
 - Stenographer costs for conditional use and special hearings, constituent management system fees, updates to the Township codification, property appraisal fees, credit card processing fees, traffic studies, cost of administration of Township's Retirement Health Savings Plan and Flexible Spending Account Plan, deer management, special zoning district reports, economic analysis, inter-municipal task forces and community dispute resolutions.
- Maintenance and system administration of computer network and website - **\$62,000**
- Civil service costs for the physical and psychological exams, civil service advertising and testing and miscellaneous items - **\$3,000**
- Equipment lease/rental and maintenance costs total \$24,500 for:
 - Photocopier lease - **\$9,000**
 - Postage meter and mail machine - **\$3,800**
 - Document imaging and filing software - **\$5,200**
 - Cloud hosted exchange costs – **\$6,500**
- Postage expenses for routine Township business - **\$22,000**
- Printing costs for envelopes, letterhead, business cards and note paper - **\$8,000**
- Advertising expenses for meetings, hearings, bids and job openings - **\$15,500**
- Special event expenses such as employee events, sympathy acknowledgments and meeting expenses - **\$13,500**
- Township Manager approved training expenses for all Township employees other than Police officers who have a training budget within the Police cost center - **\$32,000**
- The subscriptions and memberships budget totals \$10,500 for:
 - State and local associations - **\$3,000**
 - Greater Valley Forge Transportation Management Association - **\$5,000**
 - Miscellaneous subscriptions and dues - **\$2,500**
- Mileage reimbursement for Township business - **\$500**

Vehicle O&M Fees: Expenses for the operation and amortization of the Township Manager's vehicle total **\$14,165**

GENERAL FUND

FINANCE

The Finance department is responsible for the fiscal control of the Township assets including the management of cash receipts, accounts payable, investment of cash reserves, payroll, purchasing, budget development and control and the collection of delinquent earned income taxes (EIT) and local services taxes (LST). Recommended funding for the department is **\$565,093**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	362,133	377,000	363,000	375,000
FRINGE BENEFITS	132,172	133,618	135,098	142,293
MATERIALS/SUPPLIES	759	3,100	2,250	2,800
CONTRACTED SERVICES	37,914	48,100	42,200	45,000
TOTAL	532,979	561,818	542,548	565,093

Salaries/Wages:

- Funding for three full-time employees, 50% of the Human Resources Director's salary and employer contribution to deferred compensation plan for department head. – **\$281,000**
- A budget to fund the part time positions of receptionists, office assistant and purchasing agent - **\$94,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$142,293**.

Materials/Supplies: The cost of office supplies is budgeted at **\$2,800** for computer paper, printer ribbons, storage boxes and general office supplies.

Contractual Services: Contractual services total \$45,000 for:

- Annual independent audit - **\$17,500**
- A budget for computer support, maintenance and development including:
 - Land records software license - **\$1,000**
 - Support of and updates to the Township's financial and payroll software - **\$17,500**
 - Equipment maintenance fees for system hardware - **\$500**
- A printing budget of \$4,500 is allocated for:
 - Payroll and accounts payable checks and direct deposit advice forms - **\$3,500**
 - Purchase orders, vouchers and receipts - **\$1,000**
- Bank services fees - **\$3,000**
- Subscriptions and dues - **\$500**
- Mileage reimbursement for personal vehicles used for Township business - **\$500**

GENERAL FUND

TAX COLLECTOR/TREASURER

The proposed 2017 budget of **\$24,875** provides funding for the collection of real estate taxes and for the duties of the appointed Township Treasurer.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	13,209	13,167	13,160	13,240
FRINGE BENEFITS	1,011	1,008	1,007	1,013
MATERIALS/SUPPLIES	188	250	250	250
CONTRACTED SERVICES	9,899	10,372	10,072	10,372
TOTAL	24,307	24,797	24,489	24,875

Salaries/Wages: The \$13,000 budget funds:

- Tax Collector for services provided in billing and collecting real estate taxes for the current year. - **\$10,000**
- Appointed Treasurer - **\$3,240**

Fringe Benefits: The cost of employer paid taxes totals - **\$1,013**.

Materials/Supplies: **\$250** is budgeted for miscellaneous office supplies.

Contractual Services: The \$10,372 in contractual services includes:

- Postage - **\$2,600**
- Printing of real estate tax bills - **\$2,200**
- Reimbursement for office staff - **\$4,000**
- Public official bond - **\$1,572**

GENERAL FUND

ENGINEERING

The Engineering cost center funds in staff and out sourced engineering services for the Township. The recommended budget totals **\$246,170**. Fees for services are anticipated at **\$180,000** resulting in a net cost for this cost center of **\$66,170**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	632	117,500	161,270	176,350
FRINGE BENEFITS	-	28,761	32,607	35,320
MATERIALS/SUPPLIES	-	-	260	300
CONTRACTED SERVICES	-	54,000	39,200	34,200
TOTAL	632	200,261	233,337	246,170

Salaries/Wages: A budget of **\$176,350** funds the full-time in-house Township Engineer at \$121,350 and part-time in house inspectors at \$55,000.

Fringe Benefits: The cost of employer paid taxes totals **\$35,320**.

Materials/Supplies: **\$300** is budgeted for office supplies.

Contractual Services: The \$34,200 in contractual services includes:

- General engineering services not provided by in-house staff - **\$30,000**
- Mileage reimbursements - **\$4,200**

REVENUE CATEGORY	2015 ACTUAL REVENUE	2016 ADOPTED REVENUE	2016 PROJECTED REVENUE	2017 ADOPTED REVENUE
PASS THROUGH FEES	-	-	173,500	180,000

GENERAL FUND

TOWNSHIP BUILDINGS

The Township Buildings cost center records all expenses related to the general operation, maintenance and repair of the main administration building, public works facility, Township library and other Township owned general use facilities. Minor improvements to the Township buildings are also budgeted in this cost center. The recommended budget for 2017 totals **\$409,736**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	16,658	17,170	17,150	17,600
FRINGE BENEFITS	2,841	2,839	2,872	2,941
MATERIALS/SUPPLIES	28,022	27,000	30,000	30,000
CONTRACTED SERVICES	356,431	394,495	354,495	359,195
TOTAL	403,952	441,504	404,517	409,736

Salaries/Wages: A budget of **\$17,600** is funded for a part-time janitor at 4 hours per day to clean and maintain the public works facility.

Fringe Benefits: The budget of **\$2,941** covers the employer's share of taxes, unemployment insurance and workers compensation insurance for the part-time employee.

Materials/Supplies: Materials and supplies are budgeted at \$30,000 and are allocated as follows:

- Janitorial supplies for all buildings - **\$13,000**
- Interior and exterior paint supplies - **\$2,500**
- Electrical supplies primarily light bulbs and ballasts - **\$5,000**
- General building materials and supplies - **\$9,500**

Contractual Services: Utility and janitorial costs are the bulk of the \$359,195 contractual services budget that includes:

- Electricity and gas for administration building - **\$128,500**
- A \$80,000 building maintenance budget for the Township Building that includes:
 - HVAC repairs - **\$22,000**
 - Locksmith services - **\$2,000**
 - Plumbing services - **\$9,000**
 - Electrical services - **\$9,000**
 - Fire alarm repairs - **\$3,000**

- General building repairs - **\$35,000**
- Water service to the Township Building - **\$4,200**
- Fuel storage tank insurance - **\$495**
- Janitorial services to clean and maintain the administration building, police department and library - **\$50,000**
- A contract maintenance budget of \$36,000 for the Township Building allocated for:
 - HVAC systems service for administrative building and garage - **\$19,000**
 - Service contract for emergency generator, UPS and water pump - **\$6,000**
 - Exterminating service for administrative building and garage - **\$2,000**
 - Fire alarm system and fire extinguisher service - **\$5,000**
 - Service contract for elevator - **\$2,500**
 - Window and carpet cleaning - **\$1,500**
- Maintenance, repairs and utility costs for the North Hills Community Center total \$45,000 for:
 - Electricity and gas - **\$15,000**
 - Water - **\$2,500**
 - Electrical, plumbing, HVAC and general repairs - **\$7,500**
 - Janitorial service contract - **\$15,000**
 - Fire alarm, elevator, sprinkler and HVAC service contracts - **\$5,000**
- Minor improvement projects at the Township Building are budgeted at **\$15,000**

GENERAL FUND

POLICE

The Police department functions to protect the lives and property of the public, to enforce the State and Township laws and to provide service and assistance to the residents of the Township. This objective is met through the combined efforts of the patrol, investigation, traffic safety, detective, juvenile, bike patrol and emergency response team units of the department. To perform these functions, the recommended budget totals **\$7,465,486**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	5,005,447	5,195,650	5,260,000	5,288,600
FRINGE BENEFITS	1,436,362	1,468,700	1,510,470	1,522,400
MATERIALS/SUPPLIES	61,732	58,000	59,100	58,000
CONTRACTED SERVICES	161,799	165,057	168,282	181,885
EQUIPMENT PURCHASES	79,917	61,930	91,684	42,000
VEHICLE O&M FEES	378,407	372,601	370,000	372,601
TOTAL	7,123,664	7,321,938	7,459,536	7,465,486

Salaries/Wages: The budget includes funding for 40 sworn officer positions, 6 full time support staff positions, part time support staff and part time crossing guards. Funding is recommended for:

- Salaries for the 40 sworn officers – **\$4,788,500**
 - Base pay for all 40 sworn officers and employer contribution to deferred compensation plan for department head - **\$4,091,000**
 - Shift differential pay - **\$68,000**
 - Stipend to officers who have opted out of the Township medical plan - **\$25,000**
 - Longevity pay - **\$106,000**
 - Holiday pay – **\$99,500**
 - Education incentive - **\$142,000**
 - Contractually agreed upon incentive pays - **\$83,000**
 - Clothing allowance - **\$7,000**
 - Non-reimbursable police overtime - **\$120,000**
 - Reimbursable police overtime - **\$50,000**
- Pay for civilian positions of 5 full time and two part time dispatchers/data entry clerks and 1 administrative assistant. - **\$348,000**
- Civilian employee overtime - **\$22,000**
- Crossing guards of which 50% is reimbursed to the Township from the Upper Dublin School District - **\$127,100**

- Fringe Benefits: The cost of employee benefits, employer paid taxes and tuition reimbursement is **\$1,522,400**.

Materials/Supplies: Costs for materials and supplies total \$58,000 for:

- Office, computer, bicycle repair and investigative supplies - **\$11,000**
- Ammunition for training including range supplies - **\$10,000**
- Uniforms for officers, dispatchers and crossing guards - **\$27,500**
- Miscellaneous items including commercial washing of police vehicles - **\$6,000**
- Community policing projects including the junior police academy, police field day, teen driving school, junior badges for school children visits and supplies for National Night Out - **\$3,500**

Contractual Services: The budget for contractual services is \$181,885 for:

- Police Professional Liability insurance - **\$50,000**
- Radio maintenance service contracts for portables and dispatch center - **\$2,000**
- Training costs, most of which are for mandatory training - **\$26,500**
- Deer management program - **\$25,000**
- Equipment rentals for photocopier and pagers– **\$11,000**
- Maintenance for speed calibrations – **\$2,000**
- Maintenance on Police computer hardware, voice recorder, CPIN, mobile data terminals and Livescan/Video Arraignment - **\$22,000**
- Computer support for police network, CLEAN/NCIC and laptop wireless - **\$17,000**
- Subscription to employee management software - **\$2,000**
- Printing of forms, time cards, tickets and field reports - **\$3,000**
- Subscriptions and dues to professional organizations, law journals, crimes code and court access fees - **\$16,885**
- Township’s MAERT assessment to cover the cost of uniforms and training needs for the Township’s emergency response team - **\$4,500**

Equipment: Equipment purchases total \$42,000 for:

- Purchase of replacement vests - **\$6,000**
- Purchase of replacement tablets - **\$5,000**
- Purchase of replacement computer hardware - **\$4,000**
- Emergency equipment such as flares, EMS supplies and first aid - **\$7,000**
- Conversion of new police vehicles - **\$17,000**
- Purchase of replacement duty weapons - **\$3,000**

Vehicle O&M Fees: Expenses for the operation and amortization of the 20 vehicles assigned to the police department total **\$372,601**.

GENERAL FUND

FIRE MARSHAL

The Fire Marshal enforces fire code regulations in all structures and developments within the Township. Some costs previously funded in this cost center have been moved to the Fire Service Administrator budget. Recommended funding is **\$128,970**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	75,700	77,000	77,250	79,000
FRINGE BENEFITS	32,338	32,897	33,429	35,349
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	14,720	14,621	14,300	14,621
TOTAL	122,759	124,518	124,979	128,970

Salaries/Wages: Funds are provided in this cost center to cover the Fire Marshal's salary.

Fringe Benefits: The cost of benefits and employer paid taxes is **\$35,349**.

Vehicle O&M Fees: Operation and amortization costs for the Fire Marshal's vehicle total **\$14,621**.

GENERAL FUND

CODE ENFORCEMENT

The Code Enforcement department is responsible for enforcing compliance with all plumbing, building, zoning and health ordinances, codes and standards and inspecting all new construction and renovations of existing facilities. The Township's Community Planning and Zoning staff is also funded in this cost center. The recommended budget for Code Enforcement is **\$863,660**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	507,041	504,000	524,500	547,500
FRINGE BENEFITS	184,032	186,449	192,325	203,960
MATERIALS/SUPPLIES	12,044	10,700	10,350	10,900
CONTRACTED SERVICES	41,792	45,350	63,050	62,800
VEHICLE O&M FEES	37,272	33,564	38,500	38,500
TOTAL	782,182	780,063	828,725	863,660

Salaries/Wages: The \$547,500 budgeted for salaries is for:

- Funding for seven full-time staff positions including employer contribution to deferred compensation plan for department head. - **\$489,000**
- Funding for two part time administrative assistants working a combined total of approximately 55 hours per week - **\$49,000**
- Compensation to the members of the Zoning Hearing Board - **\$3,000**
- Office work overtime – **\$6,500**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$203,960**.

Materials/Supplies: The budget for supplies totals \$10,900 allocated for:

- General office, computer and photography supplies - **\$7,700**
- Uniforms - **\$2,200**
- Purchase of manuals - **\$1,000**

Contractual Services: Contractual services total \$62,800 for:

- Zoning Hearing Board Solicitor fee - **\$25,000**
- Advertising, in the form of zoning hearing notices, conditional use notices and amendments to Township codes - **\$5,700**
- Stenographer appearance fees at Zoning Hearing Board meetings - **\$2,500**
- Third party plan reviews - **\$7,500**

- Printing costs for all forms, applications, licenses and zoning and subdivision codebooks - **\$1,200**
- Lease payments and equipment maintenance on photocopier - **\$3,800**
- Property maintenance expenses - **\$7,000**
- Mosquito control - **\$5,000**
- Geo Plan software license, user fees and modifications- **\$2,500**
- Subscriptions and dues - **\$1,800**
- Mileage reimbursement for personal vehicles used for Township business - **\$800**

Vehicle O&M Fees: Expenses for the operation and amortization of the two existing Township vehicles utilized by the Code Enforcement employees total **\$38,500**.

GENERAL FUND

SANITATION

The Sanitation Division provides curbside residential trash, recycled materials collection service and yard waste materials collection service. In addition, special bulk collections are scheduled as needed. The division also provides maintenance of streambeds, watercourses and edges of roadways. The recommended budget is **\$2,393,091**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	868,398	921,500	874,000	880,500
FRINGE BENEFITS	431,245	431,861	432,388	437,041
MATERIALS/SUPPLIES	29,385	31,100	29,050	29,850
CONTRACTED SERVICES	521,276	612,900	590,542	618,700
VEHICLE O&M FEES	430,573	422,538	427,000	427,000
TOTAL	2,280,877	2,419,899	2,352,980	2,393,091

Salaries/Wages: The proposed budget for 2017 provides **\$874,000** in wages for 15 full-time employees.

Part-time labor required to complete crews and to cover full-time employee absences totals **\$2,500**. Part time labor has been reduced significantly since the onset of automated trash collection.

Overtime pay is projected at **\$4,000** for delays at the Plymouth facility, to complete daily routes, especially on heavy collection days after holidays and may be required for a Saturday pick-up during the winter months due to weather conditions.

Fringe Benefits: Employee benefits and employer paid taxes total **\$437,041**.

Materials/Supplies: The \$29,850 is budgeted for:

- Uniforms and safety equipment including the purchase of pants, shirts, work gloves, rain gear, sweatshirts, jackets, safety shoes, back supports and miscellaneous safety items - **\$6,500**
- Purchase and maintenance of brooms, rakes, chain saws, small mowers and weed trimmers to assist in maintaining stream beds and right-of-ways, pruning along roadways and mowing public areas. - **\$2,600**
- CDL license fees for all department operators - **\$650**

- First aid and safety equipment to be placed in all Township vehicles - **\$100**
- Purchase of wheels, axles, lids and other non-warranty parts required to keep the refuse carts, yard waste carts and recycling carts functional. Also, purchase of additional carts to replace damaged carts, provide a second cart for a fee or to distribute carts to new homeowners - **\$20,000**

Contractual Services: Disposal fees are budgeted at:

- The 2017 tipping fee is budgeted at a rate of \$59.89 per ton for disposal at the Plymouth facility. At an estimated tonnage of 7,200 tons, trash disposal will cost **\$431,200**.
- Cost of highway tolls to travel to Plymouth. - **\$6,000**
- Payments to RecycleBank based on contractual obligations. - **\$44,000**.
- Cost for disposal of white goods of which nearly all are reimbursed through fees for this service. - **\$12,000**
- Hosting of two ewaste collection events and two paper shredding events during the year. - **\$7,500**
- The Township's contract for the processing of single stream recyclables through the Montgomery County Recycling Consortium. - **\$111,600**

Funds are also provided for:

- Printing of brochures for yard waste carts and recycling information- **\$1,000**
- Printing of DEP stickers for trucks hauling trash - **\$1,200**
- Rental of a portable toilet at the leaf collection site - **\$1,000**
- Charges for GPS units – **\$3,200**

Vehicle O&M Fees: Charges for the operation and amortization of sanitation vehicles total **\$427,000**.

GENERAL FUND

PUBLIC WORKS DEPARTMENT SUMMARY

The Public Works department is responsible for the engineering, grading permit inspection, surveying, street cleaning, snow/ice removal, traffic signal maintenance, street signs, street lights, storm sewer maintenance and road maintenance functions. The recommended budget for the total Public Works department is **\$3,893,104**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET
SALARIES/WAGES	1,518,089	1,448,000	1,467,000	1,500,000
FRINGE BENEFITS	623,074	601,800	611,098	630,049
MATERIALS/SUPPLIES	667,650	632,050	514,325	628,450
CONTRACTED SERVICES	370,791	408,064	381,344	351,950
VEHICLE O&M FEES	791,857	782,655	782,655	782,655
TOTAL	3,971,460	3,872,569	3,756,422	3,893,104

Budget recommendations for the individual cost centers within the Public Works department are detailed on the following pages.

GENERAL FUND

PUBLIC WORKS ADMINISTRATION

The Administrative division functions as the administrative unit coordinating and managing services provided by the other Public Works divisions. In addition, the administration function is responsible for inspection of all Township road, storm sewer and grading projects, inspecting public improvements constructed by developers and surveying future projects. The proposed budget for the Administration division is **\$1,273,706**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	390,925	349,500	351,500	358,000
FRINGE BENEFITS	118,117	106,941	109,532	115,851
MATERIALS/SUPPLIES	4,244	5,750	6,175	6,350
CONTRACTED SERVICES	16,382	13,564	12,644	10,850
VEHICLE O&M FEES	791,857	782,655	782,655	782,655
TOTAL	1,321,524	1,258,410	1,262,506	1,273,706

Salaries/Wages: The budget of **\$358,000** funds:

- Salaries for the four existing full-time employees in the Administration division of the Public Works department. - **\$297,000**
- 50% of the salary of the Public Works/Fleet and Facilities Director. The balance of this employee's salary is budgeted in the Fleet department - **\$58,000**
- Funding for a summer part time employee through an internship program - **\$3,000**

Fringe Benefits: Benefit costs and employer taxes are budgeted at **\$115,851**.

Materials/Supplies: Expenses in this category total \$6,350 for:

- General office and computer supplies - **\$3,600**
- Engineering field supplies - **\$1,500**
- Uniforms and safety equipment for Administration staff - **\$1,250**

Contractual Services:

- Mileage reimbursement for personal vehicles used for Township business - **\$250**
- Lease payments and equipment maintenance for large document scanner/printer - **\$300**
- Outside engineering services for the inspection of bridges and culverts - **\$8,200**
- Dues and subscriptions - **\$2,100**

Vehicle O&M Fees: Charges for the operation and amortization of all Engineering and Highway division vehicles total **\$782,655**.

GENERAL FUND

LEAF COLLECTION

The cost of the Township leaf collection program and street sweeping program are budgeted in this cost center. Recommended funding is **\$140,574**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	115,087	112,500	109,000	109,000
FRINGE BENEFITS	9,645	7,650	7,574	7,574
MATERIALS/SUPPLIES	951	2,000	1,500	2,000
CONTRACTED SERVICES	20,597	25,000	21,000	22,000
TOTAL	146,280	147,150	139,074	140,574

Salaries/Wages:

- Allocation of salaries for full-time Public Works personnel to fund the Fall leaf collection program and year round street sweeping program - **\$90,000**
- Part-time employees to assist in the leaf collection program - **\$9,000**
- Overtime for crews to work, if necessary, on weekends to complete the program - **\$10,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$7,574**.

Materials/Supplies:

- The budget request for rakes, pitchforks, dust masks, weed eaters, rain gear and safety equipment necessary to perform the leaf collection program and the trimming of trees - **\$2,000**

Contractual Services:

- Temporary laborers to supplement Township employees to complete the leaf collection program. - **\$22,000**

GENERAL FUND

SNOW/ICE REMOVAL

The primary function of this cost center is the elimination of hazardous conditions caused by ice or snow on Township roads. The objective is to plow all main Township roads in the twelve snow districts within four hours of the end of the snowfall. Using five year historical data, the 2017 budget of **\$342,975** provides funds to maintain this level of service.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	193,455	135,000	148,000	150,000
FRINGE BENEFITS	14,862	10,328	11,322	11,475
MATERIALS/SUPPLIES	240,973	194,000	92,000	179,000
CONTRACTED SERVICES	-	2,500	-	2,500
TOTAL	449,291	341,828	251,322	342,975

Salaries/Wages:

- Full-time salaries allocated for snow and ice removal during regular working hours - **\$50,000**
- Funds are budgeted to remove snow and salt roads during nighttime and weekend hours by Highway, Sanitation, Parks and Fleet personnel - **\$100,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$11,475**.

Materials/Supplies:

- A budget is provided for the purchase of rock salt for highway snow and ice removal. For 2017, 2,800 tons are estimated at a cost of \$59.73/ton. The estimated volume of salt is increased by 50 tons and the cost per ton decreases from 66.10/ton in 2016. – **\$167,500**
- Reimbursement of damaged mailboxes up to a \$100 maximum – **\$4,000**
- Food reimbursements for employees working overtime - **\$2,500**
- Deicer used on Township owned sidewalks. - **\$5,000**

Contractual Services: A budget is provided for the cost of contract work primarily to clean cul-de-sac streets if the need arises due to extremely severe weather conditions - **\$2,500**

GENERAL FUND

TRAFFIC SIGNALS, SIGNS AND MARKINGS

The 2017 allocation for traffic signal maintenance and repair, sign installation, line painting and repair of street markings totals **\$144,219**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	29,000
FRINGE BENEFITS	-	-	-	2,219
MATERIALS/SUPPLIES	38,604	50,000	50,000	55,000
CONTRACTED SERVICES	63,410	79,000	57,500	58,000
TOTAL	102,014	129,000	107,500	144,219

Salaries/Wages:

- Full-time salaries allocated to this cost center during regular working hours - **\$29,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$2,219**.

Materials/Supplies:

- Sign faces, blanks, posts, line paint, LED signal bulbs, signal controller parts, specialty signs, graffiti remover, testing of conflicts monitors, sheeting, cutting blades and film for the sign plotter and temporary "No Parking" signs. - **\$55,000**

Contractual Services: Cost associated with contractual services totals \$58,000 for:

- Electricity for traffic signals at 38 intersections, 9 school zone signal locations and 6 flashing warning devices. - **\$10,000**
- Line painting of 4" yellow center lines and 4" white edge lines on more heavily traveled collector streets including epoxy painting where necessary - **\$20,000**
- Work performed by the Montgomery County Consortium joint traffic technicians - **\$3,000**
- Consultant services for the traffic signal review program - **\$12,000**
- The cost of work not performed by the Consortium crew such as emergency knockdown repairs, electrical repairs, tree trimming, pole replacement and inspection – **\$7,500**
- Traffic signal maintenance contracts and internet connections - **\$5,500**

GENERAL FUND

STREET LIGHTS

The street light budget funds the operating expenses and costs to maintain the Township owned street lights. The budget is **\$219,000**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	29,100	35,000	20,000	25,000
CONTRACTED SERVICES	218,177	224,500	228,600	194,000
TOTAL	247,277	259,500	248,600	219,000

Materials/Supplies:

- Purchase of bulbs, parts, testing equipment and other replacement items for installation by Consortium or Highway crews. - **\$25,000**

Contractual Services:

- Electricity costs for the over 2,000 luminaries in the Township. The budget is reduced by \$25,000 below the 2016 budget due to the energy savings expected from the street light conversion project to be completed in 2017 - **\$185,000**
- Street light maintenance, performed under the Montgomery County Consortium maintenance program, to replace poles, bulbs and ballasts - **\$1,500**
- Repainting of high reach/cobra fixture street light poles to continue the Township program of painting poles in neighborhoods where the poles have rusted or the paint is coming off. - **\$5,000**
- Miscellaneous repairs not performed under the Consortium maintenance program including the replacement of knocked down poles and broken fixtures. – **\$2,500**

GENERAL FUND

STORM SEWER

The recommended budget for storm sewer repair projects and maintenance is **\$168,300**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	124,911	110,300	110,300	119,300
CONTRACTED SERVICES	43,223	48,500	48,500	49,000
TOTAL	168,135	158,800	158,800	168,300

Materials/Supplies: \$117,300 of material needed to maintain the Township's storm sewer system including:

- Materials for inlet repairs and reconstruction - **\$110,000**
 - Hoods and grates - **\$50,000**
 - Pipe - **\$10,000**
 - Concrete - **\$24,000**
 - Stone - **\$18,000**
 - Metal for inlets - **\$1,500**
 - Lumber - **\$4,000**
 - Bricks, cement, sand, straw, stone and grass seed - **\$2,500**
- Small tools including shovels, picks, saw blades, tape measures, wheel barrows, bits, locater, torch gases and rebar - **\$9,300**

Contractual Services: The contractual services budget totals \$49,000 for:

- Maintenance of detention basins, storm water conduits and open channels on municipal land - **\$31,000**
- Installation of storm sewer extensions or repair of existing system may require the use of a contractor due to time constraints or uniqueness of equipment required. - **\$5,000**
- Removal of unusable storm sewer, street reconstruction and street sweeper debris from the Township facilities - **\$13,000**

GENERAL FUND

HIGHWAY AND ROAD MAINTENANCE

The budget for highway and road maintenance is **\$1,604,331**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	818,621	851,000	858,500	854,000
FRINGE BENEFITS	480,450	476,882	482,670	492,931
MATERIALS/SUPPLIES	228,867	235,000	234,350	241,800
CONTRACTED SERVICES	9,002	15,000	13,100	15,600
TOTAL	1,536,940	1,577,882	1,588,620	1,604,331

Salaries/Wages: The budget of \$854,000 funds:

- Salaries for the fifteen full-time employees in the Highway division other than time allocated for leaf collection, sign shop and snow/ice removal. Funds are budgeted separately in those cost centers. - **\$796,000**
- Part-time labor to assist with projects and cover full-time employees' vacation and personal days - **\$45,000**
- Overtime for non-snow related emergency road repairs, extended paving projects, placement of barricades and traffic signal generators - **\$13,000**

Fringe Benefits: Employee benefits and employer paid taxes for the fifteen full-time employees totals **\$492,931**.

Materials/Supplies:

- Road repair materials including asphalt base course, wearing course, cold patch, crack sealer, traffic safety cones, propane fuel for paver, silt fence and chemicals. - **\$216,800**
- Minor tools and supplies for parts for all gasoline powered equipment, hand tools, temporary signs, battery tool kit, radius forms and milling machine teeth - **\$12,000**
- Replacement of the supply trailer - **\$6,000**
- Uniforms and safety equipment per contractual obligation - **\$6,500**
- Cost of CDL licenses for all equipment operators - **\$500**

Contractual Services: Funding for contractual services totals \$15,600 for:

- Rental of specialty or emergency equipment, if necessary, and the rental of a milling machine and roller to perform the milling and overlay. - **\$10,000**
- Costs for the Pennsylvania One Call System, the notification system for construction near utility lines - **\$2,300**
- Charges for GPS units – **\$3,300**

GENERAL FUND

EMERGENCY SERVICES ORGANIZATIONS

This line item records the payments to Emergency Services Organizations providing services to the residents of Upper Dublin Township. The payment to the Upper Dublin Township Volunteer Fireman's Relief Association Fund is funded from the proceeds received from the State Foreign Fire Insurance Premium Taxes. A corresponding amount is budgeted as revenue to the General Fund. Actual proceeds received from the State in 2016 totaled \$250,712.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	269,881	269,881	267,712	280,712
TOTAL	269,881	269,881	267,712	280,712

Contractual Services: Payments are provided to the following emergency services organizations:

- Volunteer Fireman's Relief Association - **\$250,712**
- Community Ambulance of Ambler - **\$15,000**
- Second Alarmer's Ambulance - **\$15,000**

REVENUE CATEGORY	2015 ACTUAL REVENUE	2016 ADOPTED REVENUE	2016 PROJECTED REVENUE	2017 ADOPTED REVENUE
STATE FOREIGN FIRE INSURANCE PREMIUM TAX	252,881	252,881	250,712	250,712

GENERAL FUND

FIRE HYDRANT

The fire hydrant budget finances the operating and leasing costs for water service to all fire hydrants in the Township.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	109,440	109,440	109,440	109,440
TOTAL	109,440	109,440	109,440	109,440

Contractual Services: Three water companies provide water service to the Township fire hydrants. Funds are budgeted for:

- Ambler Borough service to 112 hydrants - **\$17,684** (\$158.00 per hydrant)
- Aqua PA service to 206 hydrants - **\$62,106** (\$303.00 per hydrant)
- North Wales Water service to 296 hydrants - **\$29,650** (\$100.00 per hydrant)

GENERAL FUND

REAL ESTATE TAXES

Funds are budgeted in this cost center to finance the cost of real estate taxes levied against Township owned property.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	3,929	3,630	4,058	4,153
TOTAL	3,929	3,630	4,058	4,153

Contractual Services: Real estate taxes in the amount of **\$4,153** are budgeted to pay the Montgomery County and Upper Dublin School District real estate tax assessed against the Twining Road cell tower property.

GENERAL FUND

COMMUNITY CONTRIBUTIONS

Contributions for operating expenses are given by the Township to outside organizations providing services to residents of Upper Dublin Township.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	13,250	13,250	13,250	13,250
TOTAL	13,250	13,250	13,250	13,250

Contractual Services: Contributions to fund operating expenses are provided to the following community organizations:

a.	VNA Community Services	9,000
b.	Victim Services Center of Montgomery County	1,500
c.	Montgomery County Emergency Services	1,000
d.	Senior Adult Activities Center	1,000
e.	Oreland Lion's Club (Fourth of July Parade)	750
	TOTAL	\$ 13,250

PARKS AND RECREATION FUND SUMMARY

The Parks and Recreation Fund supports the administration, operation and maintenance of Upper Dublin Township's active parks and recreation facilities, open space areas and recreation programs. Revenue for the fund is generated primarily from two sources: the Parks and Recreation Real Estate Tax and user fees. For 2017, the Parks and Recreation Real Estate Tax rate to fund all expenditures is proposed at the rate of .732 mils. At the proposed tax rate, the tax will generate **\$1,632,389** in revenues.

Charges to recreation program participants and park facility users generate **\$504,098**. Interest earnings on the fund are expected to add **\$1,500** and employee contributions toward the cost of health benefits are budgeted at **\$7,500**.

Expenditures total **\$2,190,459**, an increase of \$71,030 (3.3%) above the 2016 budget. Percentage changes for prior years are shown below:

- 2012 - 3.1%
- 2013 - 4.2%
- 2014 - 3.1%
- 2015 - 3.2%
- 2016 - 1.4%

\$110,076 is budgeted as a transfer out of the Parks and Recreation Fund to the Non-Uniform Pension Fund to finance the Township's minimum municipal obligation (MMO) for the 14 full-time P&R employees. A corresponding revenue item of **\$62,776** is budgeted as a contribution from the Commonwealth's General Municipal Pension System towards the Township's pension costs. The difference of \$47,300 must be derived from other sources.

At the proposed revenue, expenditure and transfer levels, the Parks and Recreation fund is expected to end the 2017 fiscal year with a fund balance of **\$846**.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	142,294	93,671	127,987	93,118
REVENUES	2,238,266	2,136,386	2,196,550	2,208,263
EXPENDITURES	2,142,359	2,119,429	2,172,001	2,190,459
FUND TRANSFERS	(110,214)	(109,418)	(59,418)	(110,076)
CLOSING FUND BALANCE	127,987	1,210	93,118	846

PARKS AND RECREATION FUND

REVENUES

	2015 ACTUAL REVENUES	2016 ADOPTED REVENUES	2016 PROJECTED REVENUES	2017 ADOPTED REVENUES
REAL ESTATE TAXES	1,574,695	1,573,562	1,577,500	1,632,389
INTEREST EARNINGS	900	1,100	1,300	1,500
STATE GRANTS	54,892	56,541	61,245	62,776
EMPLOYEE CONTRIBUTIONS	7,353	7,750	7,400	7,500
DEPARTMENT EARNINGS:				
GENERAL TRIPS	64,869	36,775	72,413	67,650
PARK RENTAL	38,270	36,600	38,500	36,440
DONATIONS	28,706	34,194	28,746	30,621
SITWATCH SERVICES	5,057		2,924	
NORTH HILLS SUMMER CAMP	3,480		3,140	3,000
SUMMER PROGRAMS	299,628	267,401	279,147	271,726
OTHER PROGRAMS	88,214	81,353	77,318	56,131
SPECIAL EVENTS	15,261	11,360	21,029	13,280
POOL RENTAL	28,497	26,750	27,308	26,750
THEATER COMPANY	28,686			
TOTAL	2,238,266	2,136,386	2,196,550	2,208,263

PARKS AND RECREATION FUND

EXPENDITURE SUMMARY

The Parks and Recreation Fund budget for 2016 totals **\$2,190,459**, an increase of \$71,030 (3.3%) above the 2016 budget. Details on the proposed expenditures for each of the cost centers are provided in the following section.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	1,054,581	1,109,379	1,090,924	1,123,796
FRINGE BENEFITS	350,972	357,435	361,321	373,945
MATERIALS/SUPPLIES	349,245	301,351	323,694	296,120
CONTRACTED SERVICES	239,673	205,019	249,817	250,353
EQUIPMENT PURCHASES	5,024	-	-	-
VEHICLE O&M FEES	142,863	146,245	146,245	146,245
TOTAL	2,142,359	2,119,429	2,172,001	2,190,459

PARKS AND RECREATION FUND

COST CENTER SUMMARY

COST CENTER	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
ADMINISTRATION	572,977	582,483	586,586	605,254
RECREATION PROGRAMS	477,199	385,306	445,183	401,495
POOL	61,643	70,031	63,425	70,814
PARK MAINTENANCE	945,868	989,271	992,273	1,023,284
ROBBINS PARK	44,370	48,741	46,701	48,046
SITWATCH	40,303	43,599	37,835	41,567
TOTAL	2,142,359	2,119,429	2,172,001	2,190,459

PARKS AND RECREATION FUND

ADMINISTRATION

Recommended funding for the Administration cost center totals **\$605,254**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	398,453	402,350	409,500	422,000
FRINGE BENEFITS	137,416	136,348	138,712	144,695
MATERIALS/SUPPLIES	2,667	3,400	3,247	2,000
CONTRACTED SERVICES	34,441	40,385	35,127	36,559
TOTAL	572,977	582,483	586,586	605,254

Salaries/Wages: The budget request provides \$422,000 for:

- Six full time positions of Parks and Recreation Director, Parks Superintendent, Recreation Superintendent, Evening/Weekend Coordinator, Recreation Specialist and Administrative Assistant. Amount includes stipend to employee who has opted out of joining the Township medical plan and employer contribution to deferred compensation plan for department head – **\$378,000**
- Part time customer service representatives - **\$36,500**
- Stipend for a college intern to work approximately 400 hours. - **\$4,500**
- Overtime - **\$3,000**

Fringe Benefits: The budget of **\$144,695** provides employee benefits and employer paid taxes at the proposed staffing level.

Materials/Supplies: The **\$2,000** is requested for general office and computer supplies.

Contractual Services: The \$36,559 is requested for:

- Liability and Property Insurance premium for Parks and Recreation - **\$11,000**
- Mileage reimbursement for use of personal vehicles - **\$6,000**
- Credit card processing fees - **\$11,500**
- Lease and maintenance for copier to support P&R function - **\$3,221**
- Typewriter and RecPro software maintenance fees - **\$3,800**
- Dues and membership fees - **\$1,038**

PARKS AND RECREATION FUND

RECREATION PROGRAMS

The Recreation Program budget funds the operation of programs, trips, camps and special events offered on a year round basis. Recommended funding is **\$401,495**. Direct costs to provide most programs, trips and events are covered by user fees that are budgeted to generate **\$445,227** in 2017. User fees do not completely cover the cost to fund North Hills recreation summer camp program budgeted at \$20,000.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	99,292	108,000	103,000	98,898
FRINGE BENEFITS	13,193	13,662	13,288	12,991
MATERIALS/SUPPLIES	243,755	199,300	218,755	191,852
CONTRACTED SERVICES	120,958	64,344	110,140	97,754
TOTAL	477,199	385,306	445,183	401,495

Salaries/Wages: The \$98,898 budget in this cost center is for:

- KidZone, X-Zone and extended day camp supervisors and staffs – **\$48,780**
- Salaries for summer theatre programs and other summer programs - **\$24,567**
- Salaries for winter, spring and fall programs - **\$14,279**
- Salaries for Mondauk Common staff attendants - **\$11,272**

Fringe Benefits: The cost of employer paid taxes for the part-time staff is **\$12,991**.

Materials/Supplies: The budget of \$191,852 for recreation supplies is allocated for:

- Summer program supplies - **\$115,988**
- Summer concerts - **\$8,000**
- General recreational supplies - **\$2,200**
- Fall/winter/spring program supplies - **\$29,500**
- Support of winter basketball program - **\$15,000**
- Uniforms and identification for park attendants, camp staff and trip staff - **\$1,164**
- Contribution towards summer camp at North Hills Community Center - **\$20,000**

Contractual Services: The budget for contractual services totals \$97,754 for:

- Cost for buses, tickets, admissions, tolls, parking and ticket only services - **\$61,979**
- Costs associated with seasonal special presentations and one time programs - **\$8,275**
- Printing and postage for leisure guides, department forms and promotions - **\$27,500**

PARKS AND RECREATION FUND

POOL

This cost center reflects activity related to the Upper Dublin Community Pool. The Upper Dublin Community pool is scheduled to be open daily from June 17th through mid August and on weekends through September 4th. The recommended allocation to fund the pool is **\$70,814**. A revenue amount of **\$26,750** is budgeted for pool admission fees to partially offset the cost of operating the pool.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	23,177	28,783	24,100	28,764
FRINGE BENEFITS	5,540	5,752	5,401	5,850
MATERIALS/SUPPLIES	14,662	15,906	13,924	15,610
CONTRACTED SERVICES	18,264	19,590	20,000	20,590
TOTAL	61,643	70,031	63,425	70,814

Salaries/Wages: Wages are budgeted at **\$28,764** and assume that the pool will be staffed from 12:30 PM to 8:00 PM on weekends and 12:00 noon to 4:00PM weekdays. The budget provides funds for a pool manager, assistant manager and lifeguards.

Fringe Benefits: The cost of employer paid taxes is **\$5,850**.

Materials/Supplies: The \$15,610 is allocated for:

- Chlorine, muriatic acid and testing chemicals in the standard quantities based on pool water volume and season length - **\$8,210**
- Office supplies for identification bands, staff uniforms and first aid supplies - **\$2,050**
- The purchase of replacement equipment necessary for safe and proper pool operation including replacement umbrellas, hose/reel holder, ORP and pH probes. – **\$2,350**
- Purchase of new pump, if necessary - **\$3,000**

Contractual Services: The budget of \$20,590 includes:

- Pool electricity - **\$3,250**
- Pool water - **\$4,000**
- Emergency plumbing and building repairs - **\$5,500**
- Safety gloves, bee spray, rain gear and landscape materials - **\$1,165**
- Replacement valves - **\$1,000**
- Painting and janitorial supplies - **\$3,175**
- Big filter clean out - **\$2,500**

	2015 ACTUAL	2016 ADOPTED	2016 PROJECTED	2017 ADOPTED
POOL REVENUES	28,497	26,750	27,308	26,750

PARKS AND RECREATION FUND

PARK MAINTENANCE

The Park Maintenance cost center provides maintenance and repair services for the open space land and facilities in the Township. The recommended budget totals **\$1,023,284**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	481,237	513,000	503,250	518,000
FRINGE BENEFITS	177,673	182,526	187,478	193,656
MATERIALS/SUPPLIES	80,956	75,500	79,300	78,683
CONTRACTED SERVICES	65,282	79,000	83,000	93,700
EQUIPMENT PURCHASES	5,024	-	-	-
VEHICLE O&M FEES	135,696	139,245	139,245	139,245
TOTAL	945,868	989,271	992,273	1,023,284

Salaries/Wages: The budget for salaries and wages totals \$518,000 for:

- Seven current full-time staff positions including stipend to employees who have opted out of joining the Township medical plan – **\$433,000**
- Two seasonal parks maintenance employees for 39 weeks – **\$45,000**
- Four seasonal parks maintenance employees for 15 weeks - **\$28,000**
- One seasonal parks maintenance employee for 12 weeks - **\$7,000**
- Overtime for emergency call-ins and special events including Upper Dublin Community Day - **\$5,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes for all Parks Maintenance employees - **\$193,656**

Materials/Supplies: The budget for materials and supplies is requested at \$78,683 for:

- The largest item in this category is for park buildings and grounds supplies - \$61,100. Items included in this line item are:
 - Infield mix and turface for ball fields - **\$10,000**
 - Concrete, stone, paint and lumber for parking lots - **\$4,500**
 - Limestone screenings - **\$2,750**
 - Comfort station rentals - **\$2,000**
 - General repairs to fencing, gates and lighting- **\$3,750**
 - Athletic field lining materials - **\$5,300**
 - Janitorial supplies for all parks - **\$6,300**
 - Plant materials - **\$10,800**
 - Repairs to playground equipment - **\$4,500**
 - Repairs to Loch Alsh Reservoir - **\$1,200**

- Playground ground cover - **\$10,000**
- Chemical, fertilizer and grass seed totaling \$9,420 for:
 - bee spray, weed and crabgrass control - **\$4,420**
 - Seed needed for proper turf maintenance and reseeded - **\$3,000**
 - Fertilizer - **\$2,000**
- Uniforms and safety gear - **\$4,038**
- Small equipment purchases - **\$4,125**

Contractual Services: The cost for contractual services is \$93,700 for:

- Control of Canada Geese at Mondauk Common, CHAC, Pine Run Park and SPARK - **\$11,000**
- Commercial fertilization and broadleaf weed control at Mondauk Common, CHAC, SPARK, Township Building and Firehouse - **\$12,000**
- Rental fee for storage area - **\$19,200**
- Electricity at all parks - **\$7,500**
- Water at all parks – **\$2,000**
- Phone service at Mondauk Common - **\$500**
- Equipment repairs for tire replacements, steiner parts, mower repairs, tune-ups, small engine repairs and repairs to the parks equipment – **\$14,500**
- Tree maintenance for pruning, trimming and the removal of trees and stumps - **\$12,000**
- Ash tree removal - **\$15,000**

Vehicle O&M Fees: Operating and amortization expenses for the use of vehicle equipment for park maintenance total **\$139,245**.

PARKS AND RECREATION FUND

ROBBINS PARK

The budget for this cost center funds Township functions associated with the maintenance and operation of Robbins Park. The recommendation is **\$48,046**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	24,381	26,100	25,000	26,950
FRINGE BENEFITS	12,618	14,466	12,132	12,141
MATERIALS/SUPPLIES	6,643	6,475	8,019	7,205
CONTRACTED SERVICES	728	1,700	1,550	1,750
TOTAL	44,370	48,741	46,701	48,046

Salaries/Wages: Included in the \$26,950 budget is:

- 50% funding, shared equally with the Upper Dublin School District, for one full time maintenance laborer - **\$21,000**
- Summer staff including coordinator, maintenance laborers and gardener - **\$5,950**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$12,141**.

Materials/Supplies:

- Maintenance and repair for work on the grounds and various structures at Robbins Park - **\$3,375**
- Tree maintenance and tree replacement - **\$3,375**
- Supplies for special events - **\$105**
- Small hand tools needed for park maintenance - **\$350**

Contractual Services:

- The Township is responsible for electricity expenses for the summer months only with the School District assuming responsibility for the other months - **\$600**
- Water - **\$400**
- Repair of maintenance equipment, such as the chipper/shredder, rototiller and leaf blower - **\$750**

PARKS AND RECREATION FUND

SITEWATCH

This cost center funds the sitewatch program, a unit created to ensure proper and safe conduct at all park facilities in Upper Dublin Township. The proposed budget to fund these functions is **\$41,567**. Payments in the amount of **\$27,621** from the Upper Dublin School District, youth sports organizations and other organizations using Township facilities offset a majority of these costs.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	28,042	31,146	26,074	29,184
FRINGE BENEFITS	4,531	4,683	4,312	4,613
MATERIALS/SUPPLIES	563	770	449	770
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	7,168	7,000	7,000	7,000
TOTAL	40,303	43,599	37,835	41,567

Salaries/Wages: A budget of \$29,184 is requested to fund the cost of the part-time park Sitewatch and SPARKwatch staff

Fringe Benefits: The cost of employer paid taxes for all part-time employees totals **\$4,613**.

Materials/Supplies:

- Purchase uniforms, rain gear and badges for the park security officers - **\$470**
- Purchase of replacement car seals and batteries - **\$100**
- First aid and CPR certifications - **\$200**

Vehicle O&M Fees: Operating and amortization expenses for the use of Township vehicles for Sitewatch total **\$7,000**

OPEN SPACE FUND SUMMARY

The Open Space Fund supports parks and recreation capital projects. On the following pages are descriptions of open space projects recommended for consideration for funding in the 2017 budget. The total estimated cost for these projects is **\$140,300**.

Revenues to fund the projects are generated through an open space assessment to all new homes constructed in the Township and from contributions from the Community Reinvestment Fund. Additional funds are received in the form of one-time contributions from those developments that specifically effect park maintenance, from intergovernmental grants and from interest income.

In 2017, revenues are expected in the amount of \$120,750, **\$750** from interest income and **\$120,000** from open space fees.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	114,739	52,587	67,915	56,190
REVENUES	59,902	75,500	145,775	120,750
EXPENDITURES	106,726	83,200	157,500	140,300
FUND TRANSFERS				
CLOSING FUND BALANCE	67,915	44,887	56,190	36,640

OPEN SPACE FUND

CAPITAL PROJECTS 2017

CAMPHILL ROAD TRAIL SKETCH

\$8,500

A trail sketch for a Camphill Road trail connector to Virginia Drive/Cross County Trail is being requested. The trail sketch, which can be presented to the Turnpike Commission and other property stakeholders, would include:

- Northern (from existing Camphill Road Trail which ends at the Wilco property) and southern connector (from Heller Way) trails along Camphill Road to Virginia Drive/Cross County Trail.
- Plan to navigate the Norfolk-Southern train tunnel.
- Plan to utilize existing bridge structures and surfaces.
- Would provide enough detail for the plan to be presented to those property owners from whom the Township would require permission/easements to construct the trail connection.

The importance of this connection is to connect the entire Township, other than by roadway. It would also connect into the regional Cross County Trail and an existing Township trail – Camphill Road Trail. The connection would also be valuable to the Pizek Trail being constructed as part of the development as it would extend that trail's reach.

NATIONAL RESOURCE MANAGEMENT PLAN – PINE RUN PARK

\$6,500

A Natural Resource Management Plan for Pine Run Park is being requested. The majority of Township-owned woodlands, stream corridors and other natural resources are in a declining state and are not far from being totally lost. The deterioration can be connected to excessive storm water; presence and non-management of invasive plant species; lack of natural, native plant regeneration; over-browsing by animals; land segmentation; poor planning and poor management. Without intervention, Township natural resources will be lost forever. This plan would act as a prototype for managing all natural resources. It will guide staff in identifying the natural resources issues and creating a plan for how to best remedy each issue. In-house and contracted staff would then move forward in carrying out the plan.

TENNIS/BASKETBALL COURT REPAIRS

\$23,200

- **Repair cracks at Aidenn Lair Park Tennis Courts** - A repair of the large cracks and repainting of all 4 tennis courts at Aidenn Lair Park is being requested. The condition of the courts has declined quickly as freeze/thaw cycles have taken their toll on the cracks that originally started out as very small. - **\$12,800**
- **Repair cracks and dips at Henry Lee Willet Park Tennis Courts** - A repair of the large cracks and repainting of the repaired areas for 2 tennis courts at Henry Lee Willet Park is being requested. The condition of the courts has declined quickly as freeze/thaw cycles have taken their toll on the cracks that originally started out as very small. In addition, there are several dips in the surface that collect water and should be raised. The cracks and dips are both safety concerns. - **\$8,700**
- **Repair cracks at North Hills Park Basketball Court** - A repair of the large cracks and repainting of the repaired areas for 2 tennis courts at Henry Lee Willet Park is being requested. The condition of the courts has declined quickly as freeze/thaw cycles have taken their toll on

the cracks that originally started out as very small. In addition, there are several dips in the surface that collect water and should be raised. The cracks and dips are both safety concerns. - **\$1,700**

UD COMMUNITY POOL REPAIRS

\$32,400

Repairs, including sandblasting, caulking and waterproofing, for both pools at the Upper Dublin Community Pool are requested. This work, which should be completed every 5 to 8 years on outdoor pools, has not been completed within that time period and has resulted in excessive water loss and additional seasonal and daily maintenance for Township staff. It is important for this work to be completed to maintain the integrity of the facility.

- **Baby Pool - \$4,400**
- **Large Pool - \$28,000**

THREE TUNS PARK BALLFIELD REPAIR

\$9,700

A repair of an infield/outfield lip at the Three Tuns baseball field is being requested. The existing lip presents a safety hazard for players on the field. In addition, the creation of a swale along the first base line is also being requested. The swale would prevent the tennis courts from being covered in in-field dirt after a rainstorm – which makes these unplayable – and would divert water to an area where infiltration could occur.

REMOVE INVASIVE PLANTS – PINE RUN PARK

\$10,000

Funding for the removal of invasive plants at Pine Run Park is being requested. In 2016, a test site at Pine Run Park was cleared of invasive plants. Vines were cut from canopy trees to preserve what healthy, mature trees were present. This effort proved successful. To improve the condition of other Township natural resource areas, continued efforts should continue. The work will include the clearing of invasives, trimming of vines and creating debris piles for habitat. Staff and volunteers will follow the removal efforts and replant the site with a variety of trees, shrubs and other ground cover to stabilize the soil and create a healthier habitat. This work will be related to the natural resource management plan planned for Pine Run Park.

REPLACEMENT OF TURF FIELDS AT SPARK PARK

\$50,000

A replacement of the SPARK 1 & 2 Fields is being requested. When the fields were originally opened in early 2008, the anticipated lifespan was 8 to 10 years. The fields are approaching Year 9 and because of the high frequency of use by organized sports and the community, they are in need of replacement. A replacement will be scheduled for the first or second quarter of 2018. 2017 will be used to explore different turf materials and prepare for bid documents.

The Township is responsible for 1/3 the cost of turf replacement (UD School District and YSO groups are responsible for the remaining 2/3). The total estimated replacement cost of both fields and the preparation of bid documents are estimated to be approximately \$900,000. This budget item would be used for the Township's portion of the preparation of bid documents as well as reserve a portion of the Township's field replacement outlay.

TOTAL

\$140,300

LIBRARY FUND SUMMARY

Revenues for the Library Fund are generated through the real estate property tax, department earnings and intergovernmental aid. The real estate tax rate for 2017 is set at the 2016 rate of 0.479. At this rate, the Library real estate tax is estimated to generate **\$1,068,661** in revenues.

State aid to the Library is projected to be **\$82,526**. Department earnings, in the form of fines, lost book charges, interest earnings employee contributions to health insurance premiums and miscellaneous items are expecting to total **\$44,550**.

The closing fund balance will be held in reserve for future Library needs.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	15,979	770	(5,299)	31,469
REVENUES	1,207,092	1,182,960	1,187,626	1,195,737
EXPENDITURES	1,158,370	1,164,735	1,150,859	1,196,784
GRANT FUNDED EXPENDITURES	20,000	-	-	-
FUND TRANSFERS	(50,000)	-	-	-
CLOSING FUND BALANCE	(5,299)	18,996	31,469	30,422

LIBRARY FUND

REVENUES

	2015 ACTUAL REVENUES	2016 ADOPTED REVENUES	2016 PROJECTED REVENUES	2017 ADOPTED REVENUES
REAL ESTATE TAX	1,062,028	1,057,134	1,062,000	1,068,661
FINES	31,876	32,000	32,000	33,000
LOST BOOK CHARGES	2,786	2,750	2,750	2,800
INTEREST INCOME	450	500	750	750
EMPLOYEE CONTRIBUTIONS	5,967	6,750	6,700	7,000
STATE GRANTS	103,027	82,526	82,526	82,526
COPY/PRINTING	959	1,300	900	1,000
TOTAL REVENUE	1,207,092	1,182,960	1,187,626	1,195,737
FUND TRANSFERS	(50,000)	-	-	-
TOTAL LIBRARY FUND	1,157,095	1,182,960	1,187,626	1,195,737

LIBRARY FUND

EXPENDITURES

The budget request for Library expenditures totals **\$1,196,784**. This year's budget proposal is \$32,049 (2.75%) above the 2016 adopted budget.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	688,680	701,250	697,750	733,500
FRINGE BENEFITS	182,102	184,485	179,509	188,334
MATERIALS/SUPPLIES	218,333	217,200	215,800	217,000
CONTRACTED SERVICES	73,258	51,800	47,800	49,950
EQUIPMENT	15,996	10,000	10,000	8,000
TOTAL	1,178,370	1,164,735	1,150,859	1,196,784

Salaries/Wages: The \$733,500 budget to fund salaries is for:

- Funding for the eight existing full-time library staff members including stipend to employees who have opted out of joining the Township medical plan and employer contribution to deferred compensation plan for department head - **\$494,500**
- Part-time salary budget of **\$239,000** which includes extended hours for the Library Assistant and Reference Support positions. - (\$10,000)

Fringe Benefits: The budget of **\$188,334** funds the benefits and employer paid taxes for the full-time and part-time staff.

Materials/Supplies: A budget of \$217,000 is requested for:

- New books - **\$67,000**
- New juvenile books - **\$34,500**
- New young adult books - **\$12,000**
- Periodicals - **\$6,500**
- AV materials – **\$27,200**
- Juvenile AV materials - **\$6,000**
- Young adult AV materials - **\$1,500**
- Digital media - **\$53,000**
- General office and computer supplies and collection processing materials - **\$9,300**

Contractual Services: The contractual services budget totals \$49,950 for:

- MCLINC operating costs to cover administrative, maintenance, telecommunications, connection fees, internet access and hardware replacement - **\$34,000**
- Other automation expenses - **\$1,000**
- Licenses and subscriptions - **\$2,950**
- Website maintenance - **\$600**
- Maintenance of self-check system, Envisionware, Bookware and RDA - **\$2,500**
- Lease for copy machine - **\$1,200**
- Printing of informational pamphlets and newsletters - **\$4,500**
- Professional fees and membership dues - **\$2,400**
- Mileage reimbursement - **\$800**

Equipment Purchases: A budget in the amount of **\$8,000** is requested for the replacement of 4 public workstations (\$4,000) and for the repair and replacement of Library furniture as necessary including STEAM Lab and Family Place.

INTERNAL SERVICES FUND SUMMARY

The Internal Services Fund contains two cost centers: (1) the Fleet and Facilities department operates the Fleet cost center which funds the maintenance of the vehicle fleet for use by the operating departments and (2) the Vehicle Replacement cost center which finances the replacement of Township vehicles.

The two cost centers are funded through charges to all operating departments using Township vehicles and from a transfer of funds from the Community Reinvestment Fund. There are two components to the charge to departments: the actual use charges and the replacement or amortization charge. In 2017, user charges, which finance the operation of the Fleet, are expected to derive **\$1,304,357**. Amortization charges, which accumulate to finance future replacement of Township vehicles, are projected at **\$505,610**. Additional sources of revenue are the sale of surplus or used vehicles budgeted at **\$110,500** and employee contributions to health insurance premiums at **\$5,500**.

\$47,175 is budgeted as a transfer out of the Internal Services Fund to cover the Township's minimum municipal obligation to the Non-Uniform Pension Fund for the six full-time employees in the department. A corresponding revenue item of **\$26,904** is budgeted as a contribution from the Commonwealth's General Municipal Pension System. The state aid acts as an offset towards the Township's pension costs.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	64,333	277,030	308,966	125,568
REVENUES	2,474,464	1,954,105	2,056,415	1,952,871
EXPENDITURES	2,182,597	2,085,263	2,192,920	2,027,857
FUND TRANSFERS IN		-		
FUND TRANSFERS OUT	(47,234)	(46,893)	(46,893)	(47,175)
CLOSING FUND BALANCE	308,966	98,979	125,568	3,407

INTERNAL SERVICES FUND

FLEET

The Fleet and Facilities department maintains the motor pool fleet and Township owned buildings. Funding for the department is derived from operating charges to all departments based on their actual use of these services. The recommended budget is **\$1,304,357**, an increase of \$25,594 (2.0%) above the 2016 budget.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	372,706	373,200	382,000	384,000
FRINGE BENEFITS	184,458	196,010	198,036	203,984
MATERIALS/SUPPLIES	625,143	581,659	546,312	579,978
CONTRACTED SERVICES	112,259	127,895	241,572	136,395
TOTAL	1,294,566	1,278,763	1,367,920	1,304,357

Salaries/Wages: The budget recommends **\$384,000** for salaries for five full-time employees and 50% of the salary and employer contribution to deferred compensation plan of the Public Works/Fleet and Facilities Director. Overtime is budgeted at **\$5,000**.

Fringe Benefits: Expenses for benefits and employer paid taxes total **\$203,984** for the six employees in the department.

Materials/Supplies: The budget for materials and supplies totals \$579,978 for:

- Gasoline, purchased through consortium bidding, is projected at 64,478 gallons at \$1.50 per gallon - **\$96,717**
- Diesel, also purchased through consortium bidding, is projected at 72,844 gallons at \$1.85 per gallon - **\$134,761**
- Purchase of new tires and tire repairs for all vehicles - **\$85,000**
- Automotive and truck parts for the repair of vehicles in the fleet - **\$160,000**
- Snow equipment parts - **\$35,000**
- Leaf machine parts - **\$10,000**
- Yard waste equipment parts - **\$10,800**
- Chemicals such as anti-freeze, car soap, parts cleaner solvent, service chemicals, fire extinguisher supplies and rust preventative - **\$6,000**.
- Shop supplies for welding supplies, nuts and bolts, shop towels, oil dry, general hardware and general shop supplies - **\$6,000**

- Lubricants for motor oil, transmission fluid, hydraulic oil, gear oil, grease and universal tractor fluid - **\$18,500**
- Minor shop equipment for hand tools, electronic equipment, air tools, drills and lathe tools. - **\$8,050**
- Computer equipment for truck analysis - **\$4,000**
- Uniforms, including rain gear, boots, gloves and safety equipment - **\$4,000**
- Office and computer supplies - **\$1,150**

Contractual Services: The \$136,395 in this category is requested for:

- Insurance coverage for Township vehicles - \$58,500
 - General and auto liability coverage is budgeted at **\$26,800.**
 - Auto physical damage is budgeted at **\$31,700.**
- Outside body repairs - \$9,000
 - Body, paint work and sandblasting on trucks and snow equipment- **\$6,000**
 - Insurance deductible costs - **\$3,000**
- Outside mechanical repairs - \$55,000
 - Trash packer repairs - **\$12,000**
 - Auto and truck repairs - **\$13,000**
 - Transmission repairs - **\$9,500**
 - Radiator repairs - **\$1,500**
 - Front end alignments - **\$1,000**
 - Recycle equipment repairs - **\$5,200**
 - Emissions testing - **\$2,000**
 - Dealer repairs - **\$7,500**
 - Computer diagnostics – **\$1,500**
 - Spring repairs - **\$1,800**
- Repairs caused by minor accidents non-reported to insurance company - **\$8,000**
- Service and repairs to mobile radios - **\$4,000**
- Dues and annual support and updates for fleet software program - **\$1,895**

INTERNAL SERVICE FUND

2017 VEHICLE REPLACEMENT PURCHASES

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1. Two Police Vehicles	The #7 and #18 patrol vehicles will be replaced. Both of these patrol vehicles will have between 115,000 and 125,000 miles on them by the time they are replaced. Both replacement patrol units will be a police package Tahoe type vehicle identical to the current police patrol vehicles. The vehicles will be purchased through the State COSTARS contract or the Westmoreland COG whichever price is lowest. The existing cars will be sold on Municibid where the sales revenues have been approximately 25% of the original investment. The change to the Tahoe type vehicles has increased the usable lifespan for patrol use which results in a lower amortization cost per vehicle.	71,000
2. One Staff Vehicle	The existing #3 staff vehicle will be replaced with similar mid-sized sedan. The current unit is used by the Deputy Police Chief. The replacement vehicle will be used by the Police Chief with the existing Chief's vehicle being moved to the Deputy Chief's position. The existing #3 unit will have in excess of 100,000 miles when it is replaced and will be sold on Municibid.	34,000
3. Two Light Trucks	Scheduled for replacement are the #27 full size, four wheel drive pickup and #16 mid-size pick-up truck. The #27 truck is used by the Highway Department's concrete and paving crew to haul a large concrete forms trailer and transport crews to and from the jobsites on a daily basis. This will be a utility type truck with a lift gate for loading heavy equipment. The #16 mid-size pickup is used by the Code Enforcement department for inspection on jobsites and routine tasks. Both vehicles will be purchased either through PA COSTARS or the Westmoreland COG Contract. Existing vehicles will be sold on Municibid.	73,500
4. Semi-Automated Trash Truck	This unit will replace the existing #3 rear loader truck which is a 2008 model year. This truck is on a 9 year rotation which is at the point where it would typically start to need major repairs. The new vehicle will be a semi-automated rear load truck that is used on a daily basis for yard waste, trash on streets where the automated trucks cannot function and bulk trash pick-ups. This truck is also a critical part of the snow fighting force keeping the State & main roads clear. The replacement unit will be purchased through the PA COSTARS contract.	226,000

5.	One Paving Machine	This machine is used by Highway department crews to re-pave streets, repair areas where storm pipes were replaced, perform base repair for Ralumac and Nova Chip streets, re-pave parking lots and pave walking trails. The existing machine is ten year old and is starting to have problems which result in increased downtime and lost productivity.	195,000
6.	One Farm Tractor	This unit will replace the existing #46 farm tractor which is used on a daily basis by the Parks crews for loading materials, field mowing, turf maintenance and snow removal. The new unit will be purchased off the Pa COSTARS Bid and the existing unit will be sold on Municibid.	50,000
8.	One Leaf Collector	The new unit will be a 30 cubic yard machine and will replace the current #77 machine, which is a 2007 machine with a 25 cubic yard capacity. These machines are subject to some of the most severe service of any township owned equipment. Downtime on a leaf machine during the leaf collection season causes the collection schedule to fall behind and requires increased overtime costs. The existing unit will be sold on Municibid.	46,000
9.	Replacement Snow and Ice Removal Equipment	Funds are budgeted for the replacement of the high speed plows for the #7 and #8 dump trucks and for the replacement of one reversible plow. All equipment will be purchased through the PA COSTARS contract.	28,000
	TOTAL		\$723,500

FIRE PROTECTION FUND SUMMARY

The Fire Protection Fund finances services provided by the Fort Washington Volunteer Fire Company and the Township Office of the Fire Services Administrator. Revenues, generated through the real estate property tax, are used to fund the annual operating expenditures for the Fire Company and the Fire Services Department. Revenues generated in excess of the annual operating needs are transferred to the Fire Capital Fund to finance future equipment replacement and building improvement costs.

The proposed real estate tax rate for 2017 is **.611 mils**, the same as the 2016 rate. At this rate, the Fire Protection Real Estate tax is estimated to generate **\$1,362,554** in revenues. **\$25,000** is budgeted as revenue from housing rental permits and interest earnings for the fund are estimated at **\$1,000** bringing the total available revenue to **\$1,388,554**.

The proposed budget for the Fire Protection Fund totals **\$532,661**. Of that amount, \$391,083 is budgeted to fund the Fort Washington Fire Company and \$141,578 is budgeted to fund the Fire Services Department.

Of the total excess revenues over expenditures, an amount of **\$661,000** will be transferred to the Debt Service Reserve Fund, earmarked for debt service payments on bond proceeds issued to fund construction of the firehouses on Fort Washington Avenue and Susquehanna Road. The balance of the excess revenues over expenditures, **\$194,893**, will be transferred to the Fire Capital Fund for current and future capital expenditures and vehicle purchases.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	-	-	-	-
REVENUES	1,267,786	1,371,203	1,392,600	1,388,554
EXPENDITURES	471,316	522,344	525,189	532,661
FUND TRANSFERS	(794,470)	(848,859)	(867,411)	(855,893)
CLOSING FUND BALANCE	-	-	-	-

Details on the budget requests for the Fire Services Department and the Fort Washington Fire Company can be found on the following pages.

FIRE PROTECTION FUND

FIRE SERVICES ADMINISTRATOR

The Fire Services Administrator acts as a liaison between the Township, the Fort Washington Fire Company, Civic Groups and Local, State and Federal agencies. The position provides supervision to the Fire Marshal, performs fire protection and public safety planning and is involved with Township wide fire protection issues. Recommended funding is **\$141,578**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	73,697	100,900	100,500	103,250
FRINGE BENEFITS	11,086	12,966	12,815	13,948
MATERIALS/SUPPLIES	6,976	8,000	7,450	8,000
CONTRACTED SERVICES	1,799	2,200	2,200	2,200
VEHICLE O&M FEES	14,242	12,484	14,180	14,180
TOTAL	107,800	136,550	137,145	141,578

Salaries/Wages: The budget request provides \$103,250 for:

- The Fire Services Administrator’s salary and employer contribution to deferred compensation plan. - **\$87,000**
- Part time administrative assistant position at 20 hours per week. - **\$16,250**

Fringe Benefits: The cost of benefits and employer paid taxes is **\$13,948**.

Materials/Supplies: The \$8,000 budget is for:

- General office, computer supplies and Fire Prevention Week supplies - **\$2,500**
- Uniforms and fire fighting equipment - **\$2,000**
- Purchase of minor equipment such as radio charger, fire extinguisher brackets and hand tools - **\$3,500**

Contractual Services: The \$2,200 budget is for:

- Subscriptions and dues for the Director and Fire Marshal - **\$1,200**
- Printing of map books and pre plans - **\$1,000**

Vehicle O&M Fees: Charges for the operation and maintenance of the Township vehicle operated by the Administrator - **\$14,180**.

FIRE PROTECTION FUND

FORT WASHINGTON FIRE COMPANY

The Fort Washington Volunteer Fire Company provides fire protection services for Upper Dublin Township. Fort Washington Fire Company's proposed budget to fund its operations totals **\$405,083**. Of that total, the Township contribution to support the operations is **\$391,083**. The balance of the Fire Company's operating costs is funded from Pennsylvania Turnpike proceeds totaling **\$14,000**.

EXPENDITURE CATEGORY	2015 ACTUAL EXPENSES	2016 ADOPTED BUDGET	2016 PROJECTED EXPENSES	2017 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
FRINGE BENEFITS	39,830	40,600	42,475	47,000
MATERIALS/SUPPLIES	13,657	10,000	12,236	10,000
CONTRACTED SERVICES	310,029	335,194	333,333	334,083
TOTAL	363,516	385,794	388,044	391,083

Fringe Benefits: The cost of providing workers compensation insurance to the volunteer fire company is **\$47,000**.

Materials/Supplies: **\$10,000** is budgeted for the purchase of fuel for vehicles.

Contractual Services: The \$334,083 budget is for:

- Direct contribution to Fort Washington Fire Company to fund operations - **\$315,833**
- Fire Company portion of liability and property insurance - **\$18,250**

The Fort Washington Fire Company operating budget is funded through the following sources:

REVENUE CATEGORY	2015 ACTUAL REVENUE	2016 ADOPTED REVENUE	2016 PROJECTED REVENUE	2017 ADOPTED REVENUE
DIRECT CONTRIBUTION FROM TOWNSHIP	293,000	317,894	315,000	315,833
TOWNSHIP PAID INDIRECT COSTS	70,516	67,900	73,044	75,250
PA TURNPIKE FEES	16,022		14,000	14,000
OTHER REVENUES	12,274		16,396	
TOTAL FUNDING	391,812	399,794	418,440	405,083

FIRE CAPITAL FUND SUMMARY

The Fire Capital Fund accounts for funding to finance future fire vehicle and equipment expenses and future improvements to the fire stations and training grounds.

Funding for the Fire Capital Fund is generated through a transfer of the excess of revenues over expenditures in the Fire Protection Fund, bond proceeds, interest earnings on fund reserves and sales of used vehicles. In 2017, **\$194,893** is budgeted as a transfer from the Fire Protection Fund and interest earnings are budgeted at **\$1,500**.

No capital expenditures are requested for 2017.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	722,364	533,429	524,647	783,158
REVENUES	78,408	4,200	1,200	1,500
BOND PROCEEDS		1,900,000	1,950,000	
EXPENDITURES	530,594	1,947,550	1,990,000	
FUND TRANSFERS	254,470	306,859	297,311	194,893
CLOSING FUND BALANCE	524,647	796,938	783,158	979,551

DEBT SERVICE FUND SUMMARY

The Debt Service Fund supports the expenditures for the long-term debt assumed by the Township. Revenues are generated for this purpose through the Debt Service real estate tax. The millage rate to support debt service payments is set at **1.027 mil** for 2017, a slight increase from 2016, and consists of two separate rates: .947 mils for general debt and .08 mils to fund voter approved electoral debt payments. At these rates, the real estate tax will generate **\$2,290,251** in revenue. An additional **\$4,000** is budgeted as interest income for total revenues of **\$2,294,251**.

A transfer in the amount of **\$661,000** is budgeted from the Fire Protection Fund to finance the debt service on the two firehouse improvement projects.

The 2017 budgeted debt service expenditures total **\$2,642,533**. Of that amount, **\$2,637,533** is budgeted for debt service on the seven outstanding General Obligation Bond issues and **\$5,000** is budgeted for paying agent fees on the outstanding bonds. Details on the 2017 debt service payments are set forth on the following page.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	1,066,228	873,724	887,363	810,327
REVENUES	2,252,868	2,209,460	2,215,500	2,294,251
EXPENDITURES	2,420,229	2,808,897	2,862,636	2,642,533
FUND TRANSFERS IN	542,000	542,000	570,100	661,000
FUND TRANSFERS OUT	(553,504)	-	-	-
CLOSING FUND BALANCE	887,363	816,287	810,327	1,123,045

The closing fund balance is held in reserve for future scheduled debt service payments.

**DEBT SERVICE EXPENDITURES
2017**

ISSUE	BALANCE OF PRINCIPAL AT 12/31/16	PRINCIPAL PAYMENTS	INTEREST PAYMENTS	TOTAL PAYMENTS
1998 - \$5,500,000 20 Years				
Use of funds: Construction of Township Building	803,000	392,000	36,906	428,906
2008 - \$9,000,000 20 Years				
Use of funds: Purchase of open space and storm water management projects	6,439,000	427,000	254,499	681,499
2013 - \$6,620,000 20 Years				
Use of funds: Storm water management projects and construction of traffic signal	1,245,000	295,000	19,675	314,675
2014 - \$8,535,000 20 Years				
Use of funds: Partial refinance of 2010 debt	8,265,000	340,000	240,935	580,935
2015 - \$2,535,000 20 Years				
Use of funds: Partial refinance of 2010 debt	2,470,000	110,000	64,478	174,478
2016 - \$4,000,000 20 Years				
Use of funds: Burn Brae Firehouse and Virginia Drive bridges	4,000,000	163,000	79,688	242,688
2016 - \$9,845,000 20 Years				
Use of funds: Refinance of 2011 and 2013 debt; street light replacement	9,845,000	50,000	164,354	214,354
Paying Agent Fees				5,000
TOTAL EXPENDITURES		1,777,000	860,535	2,642,535

NOTE: The total outstanding General Obligation Debt for the Township as of December 31, 2016 is \$41,039,911: \$33,067,000 in principal and \$7,972,911 in interest payments.

NON-EXPENDABLE TRUST FUND SUMMARY

The financial transactions related to the five non-expendable trusts maintained by Upper Dublin Township are budgeted, recorded and tracked in this fund. The principal balance for each of the trusts, the Cheston Trust, Dannenberg Trust, Kayser Scholarship Trust, the Nate Bauman Trust and the North Hills Community Scholarship Fund, is held in perpetuity. Interest earned from the investment of the principal amounts is reserved to fund expenditures in accordance with the respective trust agreements. Year-end balances in excess of the principal are reserved for future expenditures.

Interest generated from the investment of the trust balances is estimated to total **\$2,400** in 2017.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	199,605	197,811	197,811	196,881
INTEREST	53,385	55,279	55,278	52,309
REVENUES	2,400	2,400	4,400	2,400
EXPENDITURES	2,300	5,800	8,300	1,300
FUND TRANSFERS	-	-	-	-
CLOSING FUND BALANCE				
PRINCIPAL	197,811	196,881	196,881	195,651
INTEREST	55,278	52,809	52,309	54,639

Trust Principal Amounts

- Dannenberg Trust - **\$100,000**
- Cheston Trust - **51,055**
- Bauman Trust - **20,000**
- North Hills Trust - **19,300**
- Kayser Trust - **5,296**
- \$195,651**

NON-EXPENDABLE TRUST FUND

2017 EXPENDITURES

1.	Kayser Trust – Annual scholarship to an Upper Dublin High School senior.	300
2.	North Hills Trust – Annual scholarship to a High School senior resident from the North Hills community.	1,000
	TOTAL	\$1,300

LIQUID FUELS FUND SUMMARY

The Liquid Fuels Fund records the allocation of funds received from the Commonwealth of Pennsylvania designated for road improvements. The projected 2017 allocation is **\$783,577**. Anticipated interest earnings of **\$3,000** bring the total available revenue from Liquid Fuels to **\$786,577**. All revenue will be transferred to the Capital Projects Fund for use on road projects.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	-	-	-	-
REVENUES	654,006	747,648	763,315	786,577
EXPENDITURES	-	-	-	-
FUND TRANSFERS	(654,006)	(747,648)	(763,315)	(786,577)
CLOSING FUND BALANCE	-	-	-	-

COMMUNITY REINVESTMENT FUND SUMMARY

In April 2002, the Upper Dublin Township Board of Commissioners sold the Township owned sanitary sewer system to the Bucks County Water and Sewer Authority. The net proceeds from the sale, totaling \$15 million were deposited into a Community Reinvestment Reserve Fund. Interest income generated from the investment of the net proceeds are recorded in this fund and then transferred to the Township's capital funds to finance current and future infrastructure projects and capital equipment in the Township.

In 2017, **\$180,000** is budgeted as expected interest earnings from the fund reserves. **\$250,000** in principal will be received from the General Fund to reimburse the fund for the cost of a 2015 litigation settlement.

Funds are budgeted to be transferred out of the fund as follows:

- **\$230,000** of income to the Capital Projects Fund to fund general capital projects.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	14,000,000	13,000,000	13,000,000	13,250,000
INCOME	308,995	458,995	495,038	350,038
INTEREST INCOME	186,016	150,000	180,000	180,000
EXPENDITURES	1,250,000	-	-	-
FUND TRANSFERS IN	250,000	250,000	250,000	250,000
FUND TRANSFERS OUT	-	(260,000)	(325,000)	(230,000)
CLOSING FUND BALANCE				
PRINCIPAL	13,000,000	13,250,000	13,250,000	13,500,000
INCOME	495,038	348,995	350,038	300,038

CAPITAL PROJECTS FUND SUMMARY

The Capital Projects Fund finances road improvement projects, building repairs and additions, bridge repairs and equipment purchases. The total estimated cost of all projects recommended for consideration is **\$2,359,597**.

Capital financing sources available to the Township include the annual liquid fuels grant from the Commonwealth of Pennsylvania, contributions from the General Fund reserve, contributions from the Township's Community Reinvestment Fund (CRF), community and developer contributions, interest income earned on fund reserves and capital borrowing in the form of the general obligation bond, bank loan or pool loan. 2017 funding sources for recommendation are:

- Annual liquid fuels grant - **\$786,577**
- Contribution for Roadwork - **\$96,651**
- Interest income - **\$3,000**
- Transfer from the Community Reinvestment Fund – **\$230,000**

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	513,328	130,717	223,060	1,248,414
REVENUES	1,014,323	100,500	550,618	99,651
BOND PROCEEDS			1,009,000	
EXPENDITURES	2,008,597	1,137,309	1,760,079	2,359,597
FUND TRANSFERS	704,006	907,648	1,225,815	1,016,577
CLOSING FUND BALANCE	223,060	1,556	1,248,414	5,045

CAPITAL PROJECTS FUND

2017 EXPENDITURES

ROAD MILLING AND OVERLAY

\$479,605

Road milling and overlay of 3.0 miles of road.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Bell Lane	Slayton Drive	Springhill Drive	28,274
Bellaire Avenue	Highland Avenue	Villa Drive	13,818
Castlewood Drive	Nicole Drive	end of new paving	31,947
Crosby Drive	Pinetown Road	Susquehanna Road	40,370
Dale Road	Twining Road	Jill Road	38,854
Dillon Road	Susquehanna Road	cul-de-sac	53,670
Fulton Drive	Fort Washington Avenue	Limekiln Pike	35,763
Hope Circle	Crosby Drive	cul-de-sac	17,857
Jill Road	Anbury Lane	Maple Avenue	33,591
Maple Avenue	Patricia Avenue	Willow Avenue	35,595
Nicole Drive	Eastwind West	Dreshertown Road	34,626
Patricia Avenue	Maple Avenue	Dale Rd	20,219
Villa Drive	Farm Lane	cul-de-sac	43,641
Woodlyn Avenue	Particia Avenue	North Hills Avenue	51,380

MILLING COST FOR ROADS TO BE PAVED BY TOWNSHIP FORCES

\$32,219

1 mile of streets scheduled for paving in 2017 by Township forces are:

<u>Street</u>	<u>From</u>	<u>To</u>
Broad Street	Twin Pond Drive	Limekiln Pike
Dawn Drive	Loop	
Hilliard Court	off Spring Hill Drive	
Shepard Drive	Limekiln Pike	cul-de-sac
Smedley Court	off Spring Hill Drive	
Thomas Drive	Fort Washington Avenue	Victor Lane
Timber Lane	Twining Road	Bridlepath Lane

ROAD SEAL COAT

\$170,109

Application of the Ralumac microsurfacing process and crack sealing on 4.79 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Arrowhead Trail	Susquehanna Road	Tennis Avenue	14,333
Bell Lane	Conwell Drive	cul-de-sac	18,920
Corsley Court	off Spring Hill Drive		2,526
Denston Drive	Joel Drive	Fort Washington Avenue	6,559
Fort Washington Avenue	Limekiln Pike	Welsh Road	34,063
Franklin Lane	Fort Washington Avenue	Howe Lane	10,168

Joel Drive	Tannerie Run	Meetinghouse Road	7,547
Kenmare Drive	Jarrettown Road	Arran Way	15,739
Mayo Place	Bantry Drive	cul-de-sac	3,001
Saxon Lane	Waterford Way	Holly Hill Lane	9,840
Shamrock Place	off S. Spring Hill Drive		1,792
Tannerie Run Road	Fort Washington Avenue	Schirra Drive	7,876
Travis Lane	Ludwell Drive	Dillon Road	2,627
Wenner Way	Scott Lane	cul-de-sac (north piece)	4,311
Wischman Avenue	Twining Road	Belmont Avenue	17,788
Wooded Lane	Benjamin Drive	Benjamin Drive	6,436
Wright Drive	Bell Lane	Howe Lane	6,584

NOVACHIP

\$197,664

Application of Nova Chip micropaving consisting of an ultra thin layer of polymer enhanced asphalt material laid down like an asphalt overlay on 1.96 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Berrywood Lane	Castlewood Drive	cul-de-sac	8,584
Pembrook Road	Dublin Road	Brittany Drive	37,465
Rapp Run Road	Westwind Way	cul-de-sac	15,641
Schirra Drive	Meetinghouse Road	Keisel Lane	18,582
Tuckerstown Road	Jarrettown Road	Dreshertown Road	68,401
Wynnemoor Way	Pinetown Road	Warden Way	48,991

CURB AND SIDEWALK REPLACEMENT

\$83,500

Non assessable curb and sidewalk concrete work for:

- ADA requirements for installation of handicap access ramps at intersections on all curbed streets. - \$40,000
- Repair of curb and sidewalk at East Oreland Park - \$24,000
- Repair of curb and sidewalk at the Upper Dublin Community Pool - \$19,500

TRAFFIC CALMING STUDIES

\$25,000

Funds are requested to finance traffic calming studies in two areas of the Township:

- Parkview Gardens - \$7,000
- Fort Washington Neighborhood including Pennsylvania Avenue, Bethlehem Pike, Highland Avenue, Summit Avenue, Madison Avenue and Hartranft Avenue - \$18,000

IMPLEMENTATION OF TRAFFIC CALMING RECOMENDATIONS

\$25,000

Funds are requested to begin implementation of the recommendations and findings reported within the traffic calming studies.

STREET LIGHT PROCUREMENT PROGRAM

\$1,010,000

Under the Regional Street Light Procurement Program, all Township street lights will be replaced with more energy efficient LED lighting. Funding for this program has been secured through capital financing.

<u>UNINTERRUPTIBLE POWER SOURCE FOR TRAFFIC SIGNALS</u>	\$10,000
Funds are requested for uninterruptible power source units, batteries and a pad mounted signal controller cabinet at two locations: Fort Washington Avenue/Susquehanna Road intersection and Fort Washington Avenue/Meetinghouse Road.	
<u>LIMEKILN PIKE PEDESTRIAN BRIDGE</u>	\$15,000
Funds are requested to complete the design work and to secure all required permits for the replacement of the pedestrian footbridge over the Sandy Run on Limekiln Pike. Replacement of the bridge will occur in 2018.	
<u>PURCHASE OF REPLACEMENT POLICE RADIOS</u>	\$48,000
Payment two of five. In 2016, the Township replaced its police emergency radio equipment through a Montgomery County bulk purchasing arrangement. The County is providing the Township with a five year interest free loan to fund the purchase of the radio equipment. The loan will be paid back to the County in five equal annual installments.	
<u>POWER POLES – TOWNSHIP BUILDING</u>	\$15,000
Funds are requested for the installation of external power poles at the Upper Dublin Police Department parking lot to charge the electronics in Police vehicles when they are not actively patrolling.	
<u>SECURITY IMPROVEMENTS AT THE NORTH HILLS COMMUNITY CENTER</u>	\$20,000
Funds are requested to create a secure entrance for the basement classroom area, which houses the after-school program and summer camp program. The Chairlift will be relocated from the front of the building to the rear of the building. An electronic buzz-in security entrance for the basement classroom area will also be installed.	
<u>REPLACEMENT OF ROOF</u>	\$140,000
In 2015, a professional roof inspection was completed of all Township building and maintenance garage sloped roofs with five roof areas identified as needing replacement, repair or maintenance over the next few years. Two of the five areas were completed in 2016. Funds are requested to replace the Township Building roofing along the front of the building in 2017.	
<u>UPGRADE OF TOWNSHIP BUILDING HVAC CONTROL SYSTEM</u>	\$50,000
Funds are requested to continue a phased project of replacing the eighteen control units in the Township Building. Ten of eighteen original units have been replaced.	
<u>TECHNOLOGY AND BUILDING SECURITY</u>	\$38,500
<ul style="list-style-type: none"> • Purchase of replacement computers, printers and other hardware. - \$12,000 • Purchase of electronic agenda packet and records management software - \$15,000 • Funding for the data conversion of Code Enforcement files from microfiche aperture cards to digital files - \$4,000 • Purchase of replacement building security and safety equipment - \$7,500 	
GRAND TOTAL	\$2,359,597

STORM WATER MANAGEMENT RESERVE FUND SUMMARY

The Storm Water Management Fund was created to fund storm water management projects throughout the Township.

The storm water management projects are primarily funded through debt financing. The Township issued general obligation debt in the amounts of \$1.5 million in 2008, \$300,000 in 2010 and \$3 million in 2013 to fund storm water projects.

\$4,500 is budgeted as expected interest earnings from the balance of the bond issue proceeds.

The following page provides a description of projects scheduled for 2017.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	2,155,425	1,455,823	1,541,910	1,422,410
REVENUES	494	1,000	5,500	4,500
EXPENDITURES	614,009	430,000	125,000	297,500
FUND TRANSFERS	-	-	-	(680,816)
CLOSING FUND BALANCE	1,541,910	1,026,823	1,422,410	448,594

The balance at the end of 2017 is held in reserve to fund additional storm water projects in future years.

STORM WATER MANAGEMENT RESERVE FUND

2017 EXPENDITURES

WILLET PARK STORMWATER BASIN **\$90,000**

Funds are requested for the Willet Park Basin project to improve an area of the park for a stormwater management system.

WENTZ POND PIPE LINING PROJECT **\$40,500**

Funds are requested for the installation of a new 42" liner, form and pressure grout voids between existing metal pipe and the new liner.

JARRETTOWN ROAD PIPE LINING PROJECT **\$83,000**

Funds are requested for the installation of a new 30" A2 liner, form and pressure grout voids between existing metal pipe and the new liner.

ANALYSIS OF CRITICAL SIDEWALK CONNECTIONS **\$69,000**

Funds are requested to contract for an analysis and cost proposals for improvements to seven critical connection corridors within Upper Dublin Township.

Engineering and design work will be prepared by the Township's in-house engineer or by contracted engineering. Projected cost for the engineering/design in 2017: **\$15,000**

TOTAL STORM WATER MANAGEMENT PROJECTS **\$297,500**

ECONOMIC DEVELOPMENT FUND SUMMARY

The Economic Development Fund was created in 2009 to fund improvements to the Fort Washington Office Park originally identified in the Fort Washington Office Park Flooding and Transportation Improvement Study completed in 2008.

Funding sources include real estate taxes, real estate transfer tax revenues generated from sales of properties in the Office Park, grant funding, debt financing and transfers from the Community Reinvestment Fund. In 2017, a real estate tax rate of 0.096 mils will generate **\$214,084**.

In 2012, the Township received state grant funding for the construction of two flood retarding structures, one on the Rapp Run and one on the Pine Run. The total cost for the project, construction of which was completed in 2015, was \$14.8 million with grant funding covering \$11.6 million of that total.

In 2014, the Township initiated a multi-year capital improvement program to revitalize the Fort Washington Office Park. The Township has secured over \$11 million in grant funding to finance the multi-year projects which include bridge replacements, trails and road improvements. Preliminary engineering began in 2014 with engineering continuing into 2017. The first bridge construction projects began in 2016 and should be completed in 2017. Additional grant funding is also currently being sought.

In 2017, a transfer from the Storm Water Management Fund is proposed to fund the balance of the Township's local share towards the bridge projects.

	2015 ACTUAL TOTALS	2016 ADOPTED BUDGET	2016 PROJECTED TOTALS	2017 ADOPTED BUDGET
OPENING FUND BALANCE	587,112	362,103	505,221	669,525
REVENUES	165,108	211,868	221,000	4,336,014
BOND PROCEEDS		2,000,000	2,000,000	
EXPENDITURES	723,238	1,770,000	2,496,981	5,686,355
FUND TRANSFERS	476,239	100,000	440,285	680,816
CLOSING FUND BALANCE	505,221	903,971	669,525	-

ECONOMIC DEVELOPMENT FUND

2017 EXPENDITURES

REPLACEMENT OF THREE BRIDGES

\$5,573,355

Construction on two bridge replacement projects began in 2016 and a third will begin in 2017. All three bridge projects should be completed in 2017. Grant funding has been secured in the amount of \$4,112,000 with the Township paying the balance of the total cost.

FUNDING FOR MUNICIPAL AUTHORITY OPERATING BUDGET

\$113,000

Funds are requested to finance the 2017 operating costs of the newly formed Upper Dublin General Municipal Authority.

TOTAL

\$5,686,355

FUND TRANSFERS

		2016 PROJECTED	2017 ADOPTED
GENERAL FUND	To P&R	(50,000)	
	To Capital Projects	(225,000)	
	To Pension Funds	(1,222,879)	(1,301,727)
	To Economic Dev Fund	(327,968)	
PARKS & REC FUND	From General Fund	50,000	
	To Pension Fund	(109,418)	(110,076)
FIRE PROTECTION FUND	To Fire Capital Fund	(297,311)	(194,893)
	To Debt Service Fund	(570,100)	(661,000)
FIRE CAPITAL FUND	From Fire Prot Fund	297,311	194,893
INTERNAL SERVICES FUND	To Pension Fund	(46,893)	(47,175)
CAPITAL PROJECTS FUND	From General Fund	225,000	
	From Liquid Fuels Fund	660,815	786,577
	From CRF	325,000	230,000
COMMUNITY REINV. FUND	To Capital Projects Fund	(325,000)	(230,000)
LIQUID FUELS FUND	To Capital Projects Fund	(660,815)	(786,577)
	To Economic Dev Fund	(100,000)	
DEBT SERVICE FUND	From Fire Prot Fund	570,100	661,000
STORMWATER MGT FUND	To Economic Dev Fund		(680,816)
ECONOMIC DEVELOPMENT FUND	From General Fund	327,968	
	From Liquid Fuels Fund	100,000	
	From Stormwater		680,816
PENSION FUND	From General Fund	1,222,879	1,301,727
	From P & R Fund	109,418	110,076
	From Int Services Fund	46,893	47,175

**Staffing Level
Full-Time Positions
2017**

	ADMINI- STRATION/FI NANCE	CODE ENFORCEME NT	LIBRARY	FIRE SERVICES	ENGINEERI NG	HIGHWAY	SANITATION	FLEET & FACILITY	P&R	POLICE	TOTAL
Township Manager	1										1
Chief										1	1
Department Director	1	1	1	1	0.5		0.5		1		6
Staff Engineer	1										1
Community Planner/Zoning Coordinator/Administrator	3	1 2			1 1				3 1		9 2
Administrative Assistant				1							1
Fire Marshal											1
Inspector		3			1						4
Draftsman					1						1
Bookkeeper	2										2
Professional Librarian			5								5
Staff Librarian			2								2
Deputy Chief										1	1
Lieutenant										1	1
Sergeant										5	5
Corporal										6	6
Detective										4	4
Juvenile Officer										1	1
Patrol Officer										21	21
Dispatcher/Records Clerk										6	6
Superintendent						1	1		1		3
Assistant Superintendent						2	1				3
Foreman						2		1	1		4
Group Leader									1		1
Equipment Operator						10	10		2		22
Laborer							3		3		6
Mechanic								4			4
Caretaker *									1		1
TOTAL	8	7	8	2	4.5	15	15	5.5	14	46	125

* Shared position with UDSD
Shaded cells reflect new positions in 2017 budget